

**SHADWELL PARISH COUNCIL
FINANCIAL COMMITTEE**

**Minutes of Financial Committee Meeting held on
Tuesday 3rd August 2015 in Recreational Centre at 6.30 pm**

Committee Members: Debbie Potter - Chairman (DP)
Norman Taylor (NT)
Geoff Turnbull (GT)
Ted Vickerman (TV)
Geoffrey Wilson (GW)

In attendance: Lesley Hoff (Clerk)
There were no members of the public present.

1. The Chairman opened the meeting at 6.37pm. Apologies were received from NT and TV.
2. **Declaration of Disclosable Pecuniary Interests** – There were no interests to declare
3. **Minutes** – DP proposed that the minutes from 21st April 2015 be accepted. This was seconded by GW and agreed unanimously. The minutes were signed.
4. **Clerk's Report from last meeting** – The Clerk had nothing to report. DP reminded members that the internal audit should be undertaken 6-monthly.
5. **Quarter 1 Budget and Accounts** – The budget was studied. The budget and accounts were seen to be in order, with the budget almost on target. It was noted that there was likely to be an overspend by year end. This would be the first time in many years.
6. **Internal Audit** – It was noted that there were no matters of concern.
7. **Supporting the Library Committee** – a grant request of £5000 had been received from the Library Committee to pay for essential maintenance to make the Library a viable concern. After a lengthy discussion, it was agreed to recommend to full Council a one-off grant of a maximum of £5000. It was noted that the annual donation of £3000 was for running costs. DP Proposed that the recommendation be taken to full Council. This was seconded by GW and agreed unanimously.
8. **12-month Plan** – the plan was studied and GT requested that a section on supporting younger members of the community be added. The Clerk was instructed to contact Youth Services to arrange a presentation to full Council. It was also agreed that a section on working with older members of the community and investing in the infrastructure of the village be included. The additions to be taken to full Council.
ACTION: Clerk to amend the 12-month Plan statement and contact Youth Services
9. **Urgent matters raised by Committee Members not included on the agenda** –
It was noted that Leeds Building Society had debited the Parish Council's account with a total of £1156.73 for two cheques issued but not authorised. GW was a signatory on both accounts. DP advised that she had spoken to an officer at Leeds Building Society, who was to call in two signatories from the other account to authorise payment. It was agreed that DP would go back to Leeds Building Society to demand repayment to the Parish Council by the end of the week, as it already held the authority to debit the correct account. If this did not occur, the Parish Council would take to a higher authority.

ACTION: DP

The Chairman closed this part of the meeting at 7.40pm

A second part of the meeting then took place. The Clerk left the room at 7.45pm

The next Finance Committee meeting will be on 26th October 2015.

Signed.....Chairman Date.....