

Prestbury Parish Council

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MINUTES FOR THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY AUGUST 28th 2019 6.30 pm AT THE PARISH COUNCIL OFFICE.

Attendees:

Cllr's John Payne (JP), Ian Bassett-Smith (IBS), Kate Bishop (KB), Ian McAllister (IM)
 Simon Dove, Clerk

Item		Action
1) Welcome.	JP opened the meeting and explained the aims of this meeting.	
2) Apologies.	Cathy Simpson	
3) Committee membership.	<p>JP advised that the Terms of Reference (ToR) for this committee state that the membership comprises the Heads of the other sub-committees; Sports and Rec, Planning, Allotments.</p> <p>Key role for F&GP is to receive future spending plans from each of the committee heads in order that PPC budget can be set.</p> <p>The committee review 2018/2019 appears to have created an overlap in responsibilities and that this is subject to review by JS at the moment.</p> <p>JP also felt that where project groups are set up, eg Playing Field development, there needs to be a more explicit link to F&GP committee. And that PPC expenditure was mainly on the Pavilion, Playing Fields and Allotments. It would be very useful to have more sensitive allocations to make monitoring of spend more detailed and provide more accurate financial information for budgeting.</p> <p>IM felt that going forward, when hopefully the MUGA etc is developed, the need for more appropriate processes and systems to support monitoring new income and expenditure streams would be very important. These systems can be simple. But there is a need for committee structure to be clear with clarity of purpose for each. IBS agreed that greater clarity and additional information would be useful, as would delegated financial authority, with finance limit/cap, for the committee chair's /head's.</p>	

	Further discussion at next meeting. Agreed that for the July submission budget should include planned expenditure and contingency allowance/considerations.	Cllr's Committee Chair's
4) Review finances.		
a) Future expenditure	Ongoing – see above.	
b) Debit card	It was agreed that Parish debit card was now essential. Protocol needs finalising. Expenditure limit £200. 1 st authorised user, Parish Clerk, 2 nd authorised user PPC Chairman. Application to be made.	Clerk
c) Risk	Audit feedback from 2017/18 suggested more explicit consideration of risk would be beneficial for PPC. IM agreed to draft up Risk Register for consideration, and JP to provide examples from CBC.	IM JP
5) AOB		
a. Audit – work in progress	External audit feedback – IM agreed to review with Clerk.	IM, Clerk
b. Public Works Loan Board	Discussion regarding loan debt, term and interest rate.	
6) DATE OF NEXT MEETING:	Wednesday 30th October 2019 6.30, Parish Office	