

**STOKE MANDEVILLE PARISH COUNCIL**

*Clerk: Mrs Sarah Copley  
Telephone: (01296) 613888*

**Minutes of the meeting of the Finance and Governance Committee held at the Community Centre,  
Eskdale Road, Stoke Mandeville on Tuesday 15<sup>th</sup> July 2014**

**PRESENT:** Cllrs D Starr (Chairman), J Hunt  
Clerk: Sarah Copley

<b>F14/14</b>	<b>APOLOGIES</b> Apologies were received from Cllr Watson and Cllr Clark. <b>The Chairman stated that the meeting was not quorate. Councillors present agreed that the meeting continue to discuss business of the Agenda and that any actions be referred to the next meeting of the Council as recommendations.</b>	
<b>F14/15</b>	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest.	
<b>F14/16</b>	<b>MINUTES OF PREVIOUS MEETING</b> The Minutes could not be accepted because the meeting was not quorate. Councillors present agreed to recommend to the full Council that in view of difficulties in attendance for this committee that it be discontinued and the items be put to the full Council in future. Future reviews of policies and procedures would be carried out by a working group which would report back to the Council.	
<b>14/17</b>	<b>TERMS OF REFERENCE</b> The committee's terms of reference were not reviewed.	
<b>F14/18</b>	<b>FINANCIAL MANAGEMENT</b> a) The report of the internal auditor was noted and it was agreed to recommend to the Council that an Internal Audit policy and Information Security Policy is produced. b) The bank statements and reconciliation were not discussed. c) The first quarter spend was analysed against the budget. It was noted that the Council could incur legal fees on two matters and that this budget line needed to be monitored closely. d) The parish improvement funds budget line showed an overspend, it was noted that this was due to works commissioned in the previous financial year which had been carried out and billed for until the new financial year. This did not present a cash flow issue for the Council as there had been an underspend in this budget in the previous financial year. e) The Clerk had been in contact with Lloyds Bank who said that in order to have a pre-loaded card for the account the Clerk would need to be a signatory on the account. It was agreed to recommend that the Clerk is put on the account as signatory in order for an Imprest card to be applied for. This would also enable the Clerk to be able to liaise with the bank on queries in the future. f) Deposits for Field Hires was not discussed. g) Cllr Starr reported on "The Peoples Pension" scheme and it was agreed to recommend that the Council consider entering into this scheme for the Clerk.	
<b>F14/19</b>	<b>COUNCIL POLICIES</b> <b>a) Health and Safety Policy</b> The Clerk provided a draft policy for Councillors to review and comment on before it goes to the full Council.	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_