

MINUTES OF HARTFORD PARISH COUNCIL FINANCE COMMITTEE

MEETING HELD 29TH JUNE 2011

Attended by: Cllr J Gibb (Chairman)
Cllr Hollens
Cllr Winterbottom
Cllr Haffenden

J O'Donoghue (Clerk)

1. To receive Apologies

Noted: Cllr Bowden was unable to attend the meeting and sent her apologies which were accepted

2. Disclosure of interest in items on the agenda

No member disclosed any (a) Personal, (b) Prejudicial Interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2007.

3. Unity Trust Bank

a] To review progress

Noted: All approved signatories have been contacted by the bank to confirm details; the Clerk has received a cheque book and paying in book; funds have not yet been transferred from Yorkshire Bank; arrangements for internet banking in terms of individual login and passwords for each approved signatory have not yet been completed.

b] To note management of internet banking signatories with regard to making authorised payments

Noted: Clerk to set up approved payments and contact one of the other signatories to verify. All signatories to have access to the account and be able to view transactions.

4. Minimum Reserve

To consider figure for minimum reserves

Resolved: To recommend to full Council that the Council maintain a minimum reserve of £25,000 representing the difference between budget figure and current balances; to be re-evaluated at future meetings of the Finance Committee

5. Financial Standing Orders

To consider revisions to the current standing orders

Resolved: To recommend that the following revisions be made to Financial Standing Orders:

5.4 BACS payments must be authorised by 2 signatories as per bank mandate, one of which may be the Clerk

6.1 Payments shall be effected by cheque or other drawn on the Council's bankers

6.2 Prior to any approval of invoices for payment, the RFO shall satisfy themselves that the work, goods or services, to which the invoice relates has been received, carried out, examined and approved

6. Budget Codes

To consider the addition of extra budget items

Noted: There were no additions to budget items

7. Close of Meeting

Noted: The meeting closed at 7.50pm