**FYFIELD AND WEST OVERTON PARISH COUNCIL**

Minutes of the Finance Group meeting held on 7th June 2019 at 4 Glebe Meadows, Lockeridge at 2pm

**Present**: Cllr D Woolley (Finance Chairman) Cllr S Nichols, Cllr G Emberlin & Cllr J Drew.

**Apologies:** Cllr L Davies

**In attendance:** Mrs S Roberts (Clerk & RFO)

**Declarations of Interest** – None.

**1. Minutes from last meeting:** were circulated, and approved.

**2. Matters Arising from the minutes:**

 None

**3. Correspondence:**

* Letter from PKF Littlejohn – Annual Governance & Accountability Return

**4. Year End Accounts 2018/19**

The group examined the accounts. It was noted that the grant for the Youth Club had been received in the 2018/19 financial year and the £2,000 invoice from Wiltshire Council for the 20mph Zone has been paid. The money from the website grant will be paid out in 2019/20.

1. **Risk Assessment**

The group examined the current Risk Assessment, they also discussed GDPR which had been added last year. It was agreed to recommend a working group be set up to look at this in more detail and also to find out if training could be given, possibly in conjunction with new councillor training. **Action Clerk**

1. **Asset Register**

The group checked through the register and noted the addition of the Lockeridge white gate, memorial plaque at Kennet Valley Hall and the bin at West Overton bus shelter.

1. **Annual Return 2018/19**

The group examined the Annual Return in preparation for approval at the EGM.

The internal audit took place on Wednesday 5th June and the RFO was pleased to report there were no recommendations made and the accounts were all in excellent order.

The Parish Council will be exempt from the limited assurance review this year due to both the gross income and gross expenditure being less than £25,000. The exemption form will also need to be signed and approved at the EGM. **Action RFO**

1. **Variance Analysis 2018/19**

The group discussed the variance analysis. The variance in receipts is due to the grant for the Lockeridge Youth Club and also monies received from two residents to cover legal fees in respect of Peacock Field. NALC for the website. The increase in payments is due to the payment of the final Wiltshire Council invoice for the 20mph works in Lockeridge. The increase to the fixed assets is due to the bin, memorial plaque and white gate.

1. **Budget 2019/20**

The group reviewed the budget, which included several changes to the draft.

* The opening balance has changed from £3,000 to £7,823 to reflect the actual opening balance.
* The donation from Lockeridge fundraising will now be received in this financial year £1500.
* The S106 money for Knights Close play area for £27,950 will now be received in this financial year.
* A grant for £1,000 will be received from Tesco in this financial year as well as a grant from the Marlborough Area Board for £3,065.
* The Youth Club figure has been added in to expenditure to reflect the grant.
* The repair and maintenance of Assets has been increased form £500 to £1500 in consideration of the rabbit proof fence installation at Fyfield.
* A figure of £500 has been put in for legal fees in respect of the Dene.
* £27950 has been added under expenditure for Knights Close.
* The defibrillators figure has been increased from £5,600 to £6,000 to reflect our agreement of 50% contribution.

 The revised budget would leave a balance of just under £2,600 to be carried forward to the following year.

1. **Financial Regulations and Internal Financial Controls**

The group read through the documents and noted changes will be required once the payments are changed over from Cheque to BACS but were otherwise satisfied they required no further changes at this time. It was agreed to review these again at the next finance meeting. **Action Clerk**

1. **A.O.B.**

The RFO was asked to report back the current amount of cover for Public Liability Insurance. **Action RFO**

**Meeting closed at 3.20 pm**