

# Welton Parish Council

## Finance & Policy Working Group

### Minutes of Meeting held 10<sup>th</sup> April 2018 at 7.00pm

Present were Councillors Boyle, Wilde, Peck, Gill. Fairweather Also in attendance was the Clerk.

**155. Apologies for absence**

None

**156. Declarations of Interest**

None were declared.

**157. Approval of minutes of the last meeting held 9th January 2018**

**Resolved** – that the minutes are a true record.

The resolution was proposed by Cllr. Peck and seconded by Cllr. Wilde

**158. Review of banking issues**

- a. Update on progress related to primary user for HSBC bank account. Cllr Fairweather reported that he is now locked out of internet banking which needs at least two other signatures in order to unlock. Councillors agreed that this should be reset to change Cllr Boyle as chair of the finance and policy working group as the primary user as previously agreed with full council on 2017, minute number.
- b. Cllr Boyle to update next full council on progress.

**159. Review of bank statements and quarterly financial paperwork**

- a. The Quarterly reconciliation and cash book and bank statements were found to be in order. The interest needs to be represented on the cash book individually in future.
- b. The Quarterly report against budget for quarter January 18 to march 18 was found to be in order and in future breakdown's requested that VAT should be separated in order not to distort the budget. In addition two pension entries need to be checked
- c. Clerk reported that Petty Cash started the new financial year with £100 and following purchase of stamps the petty cash is £96.

**160. Review of the statements on the annual return**

Deferred due to fact paperwork has not be sent to Clerk from external auditors PK Little John as yet.

**161. Review of figures and dates for the annual return**

- i. The figures needed more clarification and therefore Clerk to recheck and send out when available. The fixed asset figure in comparison to last year is a lot higher. Clerk to check what the fixed asset figure related to for last year in comparison to the fixed asset list supplied to the insurance company for this year.
- ii. The dates were noted and approved for recommendation to full council.

**162. Review of PAYE P60 documentation**

Clerk reported that this was not yet available but would be sent to full council if made available by PAYE system

**163. Review of pension end of year documentation**

Not yet available due to the fact that the online documentation had not been completed for the Clerk. Cllr Wilde process once authorised.

**164. Review of the Bull Ings cashbook**

The Quarterly reconciliation of the Bull Ings cash book and bank statements were found to be in order.

**165. Review of the Bull Ings investment.**

Members recommended to leave the investment as it is for now and consider using the investment to pay towards the church clock repair.

**166. Consideration of new GDPR legislation and make recommendations for implementation**

- i. Cllr Boyle summarised fact that the PC as the data controller needs to establish appropriate ways of processing details in order to fulfil its public function. Consent was required in order to continue to hold data.
- ii. The Community Led plan consultation events resulted in some contact details being collected. Members recommended that these be found and contacted or destroyed dependant on future activity.
- iii. Members discussed the need to manage the changes GDPR legislation through a working party
- iv. Clerk to obtain templates for privacy notice and data protection will bring through a working party.

**167. Provisional date of the next meeting**

The next meeting was agreed as 10<sup>th</sup> July 2018

The Chairman declared the meeting closed at 8.20 pm