

Sonning Common Parish Council

Minutes of the FINANCE COMMITTEE meeting held in the Parish Office on Wednesday 10 April 2013 at 19.30.

Present: Mr Stoves (Chairman), Mrs Phillips-Tilbury, Mr Greenwood, Mr Jones and Mr Kedge.

NOTE: The items below have been renumbered from those on the Agenda to reflect that this meeting was actually the first of F/Y 2013-2014.

F14/001 Apologies for absence: Miss Hunt.

F14/002 Declarations of Interest: None.

F14/003 Public Question Time: No members of the public present.

F14/004 Reconciliation of Accounts as at 31 March 2013 - presented and approved.

F14/005 Review of Financial Information and of year end position at 31 March 2013 – presented, reviewed in detail and approved. It was noted that final year end accounts will be prepared for approval by the Committee and the full Council.

F14/006 Accounts presented for payment: The following accounts for payment were individually reviewed and their payment was then authorised:

| MARCH DOCKETS LIST | | | | | |
|--------------------|--------|-------------------------|-----------|------|-----------------------------|
| Docket | Chq No | Payee | Amount | Auth | Code |
| 201314-001 | 3307 | Grundon | 142.99 | CT | AM = Allotments Mgr |
| 201314-002 | 3308 | C Jones Plumbing | 345.00 | PC | CT = Contract |
| 201314-003 | 3309 | R Smith | 240.00 | RFO | FC = Finance Committee |
| 201314-004 | 3310 | RBS Software | 124.80 | CT | LC = Legal compliance |
| 201314-005 | 3311 | Chiltern Conservation | 18.00 | RFO | LG = LGA 1972 |
| 201314-006 | 3312 | Arrow Fencing | 4,360.80 | AM | PC = Parish Clerk |
| 201314-007 | 3313 | mhp internet | 828.00 | CT | RFO = Parish Clerk as RFO |
| 201314-008 | 3314 | Melba Products | 103.56 | PC | NP = Neighbourhood Planning |
| 201314-009 | 3315 | SODC | 243.98 | CT | YY/NNN = Minute number |
| 201314-010 | 3316 | B D Willis | 1,400.00 | AM | |
| 201314-011 | 3317 | SCHVMC | 916.50 | CT | |
| 201314-012 | 3318 | Zurich Insurance | 4,315.12 | CT | |
| 201314-013 | 3319 | C Lewis Travel exp | 12.60 | RFO | |
| 201314-014 | 3320 | Chiltern Conservation | 10.00 | RFO | |
| 201314-015 | 3321 | J Stoves Travel expense | 32.40 | RFO | |
| 201314-016 | 3322 | Street cleaner wages | 519.80 | CT | |
| 201314-017 | 3323 | NP Clerical Support | 45.00 | CT | |
| 201314-018 | 3324 | Deputy Clerk | 863.77 | CT | |
| 201314-019 | 3325 | Clerk Salary | 969.90 | CT | |
| 201314-020 | 3326 | HMRC | 684.84 | CT | |
| 201314-021 | 3327 | OCC LG Pensions | 283.78 | LC | |
| 201314-022 | 3328 | Petty Cash | 40.00 | RFO | |
| 201314-023 | 3330 | Bank transfer | 5,000.00 | FC | |
| | | Total payments | 21,500.84 | | |

F14/007 Requests for grant donations: None.

F14/008 New Banking arrangements: Members began the process of setting up the appropriate authorisations for Unity Trust Bank. Once complete the account will be opened with the £5,000 cheque listed above with the aim of completing the transfer by the end of June to allow the NatWest account to be closed.

F14/009 Matters for future consideration. Updated Financial Regulations

The meeting closed at 20.09.

Date of next Meeting: Wednesday 8 May 2013 at 19.30.

Chairman: Dated: