

**PRIDDY PARISH COUNCIL**

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD ON 3rd JANUARY 2012

VENUE & TIME OF MEETING: HUNTERS LODGE INN, PRIDDY @ 7.30pm

	Agenda		
		<i>Present:</i> Cllrs Alan Hutfield (Chair), Rachel Thompson, Kate Greet, Liz Turley, Rick Tobiassen, Richard White and Alan Butcher (RFO)	
	<b>1</b>	<i>Apologies for absence:</i> Sharon Sparkes	
	<b>2</b>	<i>Declarations of interest:</i> Rick Tobiassen and Richard White declared an interest in respect of Sheep Fair matters.	
	<b>3</b>	<i>Resolutions relating to the conduct of the meeting:</i> By previous resolution the press and public are excluded from this meeting	
	<b>4</b>  <b>a</b>  <b>b</b>  <b>c</b>  <b>d</b>  <b>e</b>	<i>Committee Business:</i> The business and discussions of the committee shall be considered as confidential unless otherwise agreed. <b>Finalisation of budget and precept for 2012/13 and recommendation to Parish Council:</b> After discussion it was agreed to add £200 into the revenue budget for gully emptying and a sum of £2000 for capital projects. It was agreed to recommend a precept of £8605 to the Parish Council. <b>Review of procedure for distributing surplus funds from the sheep fair to village projects and organisations:</b> The RFO reported that the sum of £1528.83 was available from the Sheep Fair for 2011 for distribution under section 137. It was generally agreed that, if possible, the Sheep Fair Reserves should be increased. <b>Sheep Fair Revenues Advisory Committee:</b> The RFO to circulate full details of the process for dealing with funds made available under section 137 for distribution to organisations or projects. The SFRAC to consider amendments to their Terms of Reference in line with these procedures. <b>Proposals for funding village projects:</b> After a wide ranging discussion, it was agreed that the Parish Council should consider ideas to generate resources to aid with the maintenance of the village greens. <b>Quarterly budget update and review of reserves and expenditure:</b> This was reviewed and the current level of reserves considered adequate.	RFO

signed ..... 14th March 2012

	<b>f</b>	<b>Appointment of internal auditor:</b> It was agreed to ask Pam Lloyd if she would undertake the task for the current years accounts.	RFO
	<b>5</b>	<u>Recommendations to Parish Council:</u> Precept for 2012/13 to be £8605.00	
	<b>6</b>	<u>Matters of Report: None</u>	
	<b>7</b>	<u>Date and Time of Next meeting: provisionally 14th March 2012.</u>	

The meeting closed at 9.30pm  
Alan Butcher  
Parish Clerk  
2nd March 2012  
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#### **FINANCIAL TASKS CALENDAR**

end of December - Quarterly budget review, review of reserves and expenditure before year end.

January - precept request (unless already completed), review and appointment of internal auditor.

February - review of Financial regulations and assets register.

March - review of risk assessment and insurance cover.

end of March - Quarterly budget review.

April - year end accounts, audit and annual return.

signed ..... 14th March 2012