

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Tuesday 23rd April at 14:00 in Room 1, Alington House, 4 North Bailey, Durham, DH1 3ET

Present:

Councillors A Doig (Chair), J Ashby, E Ashby, V Ashfield & E Scott

Also present: Parish Clerk A Shanley

1. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE

Apologies were received from Cllr R Ormerod

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

No declarations of interest were received from Members.

3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 11TH JANUARY 2019.

The Minutes were unanimously agreed as a true and accurate record of proceedings and the Chair signed the Minutes.

4. PUBLIC PARTICIPATION.

No representations were received from members of the public.

5. GRANT FUNDING AWARDS 2019/20

The Clerk advised that he had circulated information that the grant funding window opened on 1st April 2019, as agreed by Full Council. A communication had also been published on the website. To date, the Clerk reported that there had been 4 expressions of intent to submit an application for funding but that no applications had yet been received.

The Clerk advised that the application deadline would need to close on 31st May in order for applications to be assessed by the Finance Committee and for a recommendation to go before Full Council.

Cllr V Ashfield advised that she felt that the decision should go to the July Full Council meeting and therefore the window for applying could then be 3 full months (beginning of April – end of June). Cllr E Scott advised that she also understood this to be the case.

Cllr A Doig advised that the Committee could trial the approach as set out in the Clerk's communication on the website this year and assess how this has worked for the following year.

The Committee agreed to the application closing date of 31st May and for the applications to be agreed at the June Full Council meeting.

6. INTERNAL AUDIT REPORT 2018-19

Members reviewed the information as set out in the Internal Auditor's report in respect of financial year 2018/19 and agreed to the Clerk taking all appropriate action in respect of the Internal Auditor's action plan 2018/19. Notably, the Committee agreed to the Clerk purchasing the accounts package known as RBS, as recommended by the SLCC and other local Clerks who use the package.

The Clerk advised that he had a meeting with the internal auditor on 25th April to sign off the audit and this would go to a forthcoming Full Council meeting.

7. FINANCIAL POSITION OF THE PARISH COUNCIL

The Clerk reported that the remaining precept from 2018-19 had now been transferred to the Parish Council (formerly held by the County Council on the Parish Council's behalf in a holding account) and that the precept for the current financial year had also been paid into the Parish Council account.

The Clerk reported that the handover from the previous year was just over £110,000; over £20,000 higher than originally envisaged, owing to underspend from the previous financial year.

The Clerk also reported that there were significant savings envisaged in relation to the office costs which would have an impact on the annual budget. The Clerk recommended that the Finance Committee meet and review how each Committee was performing against their objectives. The Committee agreed to request a written report from all of the spending Committees for each of the Finance Committee meetings.

8. DATE OF NEXT MEETING

The date of the next Parish Council Finance Committee was agreed for Thursday 13th June at 11am.

There being no further business, the Chair thanked Members for their attendance and closed the meeting.

Signed

Chair City of Durham Finance Committee