

**AYLESFORD PARISH COUNCIL
FINANCE ADVISORY SUBCOMMITTEE
TUESDAY 24 JUNE 2014 (Following ESC)**

MINUTES

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Present: Cllrs Mrs Gadd (Chairman), Ambrose, Base, Elvy, Fielder, Gledhill, Wright

In attendance: Mr Harris, Clerk Mrs Collier, Deputy Clerk

Apologies: Cllrs Balcombe, Mrs Brooks, Homewood, Ms Hurley, Tiller, Winnett

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1. **Apologies** - Noted
2. **Donation requests** – No report to this meeting.
3. **Hall Grants** – No report to this meeting.
4. **Micro Grants**

St Peters Primary School – Micro grant donation offer of £250 acknowledged with thanks. They will advise when payment is required and Councillors will be invited to opening of new play equipment site.

5. Banking Arrangements

Clerk report on a proposal for on-line banking arrangements and bank transfer payments.

In accordance with his discussions with the Auditor, the Clerk presented proposed guideline procedures for the implementation of on-line banking and bank transfer payments as attached at **Appendix A**.

Members considered these and requested a transaction total of £30,000 be set to limit any potential fraudulent actions. Reconciliations to be carried out twice a month following each transaction meeting (Council and P&R).

It was confirmed that Members authorised to agree the payment list twice a month will continue to be those on the existing bank mandate – currently Cllrs Gledhill, Mrs Gadd, Elvy, Tiller, Balcombe, Wright, Mrs Brooks.

Subject to the inclusion of the transaction total limit and twice a month reconciliations, it was proposed by Cllr Mrs Gadd, seconded Cllr Elvy, that the procedures at Appendix A

provided sufficient protection to the Council whilst introducing a more modern and efficient payment system, which should be accepted.

AGREED

6. 2014/15 Financial Budget Comparison

Income and Expenditure to 17 June 2014 – circulated to all Members and attached at **Appendix B** to the bound copy of these minutes. Noted.

7. Internal Audit Report

Clerk reported on latest internal audit report. Auditor's letter had highlighted two minor administrative errors in the cemetery invoicing system and raised the usual comment regarding petty cash and use of personal store loyalty cards. Councillors noted with pleasure that no major issues were raised and that the Council's financial affairs were being carried out correctly and securely.

The Clerk added that previous Auditors have questioned the Council's large unallocated financial reserves. This is being addressed with funds allocated to both short and long term projects as they are identified and agreed by the Council.

8. Matters arising from P&R 3 June and Council 17 June 2014

No reports to this meeting.

9. Any Other Business/Correspondence

1. Authorisation of personal credit card (Janet Collier) purchase of:

- seat covers for new van - £44.94
- self-adhesive warning signs (No Smoking and Flammable Liquids on Board) for van - £11.68
- self-adhesive 'Toilet' sign for new public toilet door - £6.48

Noted and **agreed**.

There being no further business, meeting closed at 8.27pm.