



Plumpton Parish Council

## Minutes of the Finance Committee

11<sup>th</sup> October 2011

Committee Room Village Hall Plumpton Green

In Attendance: Paul Nicholson, Richard Taylor, Clare Eastwood

Apologies: Terry Thompsett

1. The Schedule of Payments and Receipts was examined and signed as a record
2. RT supplied additional invoices for PAT testing carried out at the Village Hall by DA Dray.
3. There was consideration as to whether RT and CE should be each supplied with a £50 cash float for direct settlement of expenses incurred less than this sum in the maintenance and management of the Playfield/Pavilion and Village Hall. **Agreed** subject to Clerk's requirements for adequate records and receipts.
4. The terms of engagement for Mr Speirs to act as internal auditor for the Parish Council have been agreed. For an annual fee of £400 (fixed for three years) Mr Spiers will audit all three accounts. An internal audit was carried out at the end of August, Mr Speirs will produce a report from this to be considered at the full meeting of the Parish Council.

**Action** – **Clerk** to write to Mr Speirs to confirm terms as above and to request preparation of internal audit report for Meeting on 8/11/11.

5. As of 30/9/11 there was a total of £58,828.45 in all three accounts. Approximately £30,000 of this total was those grant monies received in March 2011 from the Public Works Loan Board.
6. It was proposed that in future there should be a quarterly balance sheet prepared for Finance Committee Meetings setting out cash less liabilities and deposits.

Chairman

Ratified at the Meeting of the Finance Committee held on 8<sup>th</sup> November 2011