

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
OF BERSTED PARISH COUNCIL
HELD AT 19:00 ON TUESDAY 23rd APRIL 2019
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

Present: Cllrs. R. Dear, K. Greenway (Chairman) J. Heaton and B. Knight.

In attendance: Mrs Holcombe (Clerk and Responsible Financial Officer) and
Mrs S. O'Connell (Deputy Clerk).

18418 Apologies for Absence

Cllr Mrs Yeates

18419 Declarations of Interests

Members were reminded that should interests arise during the meeting they should be declared at that time.

18420 Minutes of the Meeting of the 29th January 2019

RESOLVED that the Minutes of the meeting of the 29th January 2019, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

18421 Matters Arising from the Minutes

None

18422 To receive the report from the Internal Auditor on the unaudited End of Year Accounts for 2018 – 2019

The report had previously been circulated to members. Members noted the report, which states the processes in place are satisfactory and there are no concerns.

18423 To Consider the Reserves 2018 - 2019

The Clerk had previously circulated the reserves for members to consider. Members agreed to approve the reserves.

RESOLVED to approve the reserves.

18424 Financial Regulations and Terms of Reference 2019

Documents had previously been circulated to members.

- i) To consider the reviewed Financial Regulations and agree change to 4.1 (2), formerly known as 1.31. The Clerk explained the need for the change and members agreed.

RESOLVED to approve the change to 4.1 (2) of the Financial Regulations.



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- ii) To consider if the current Terms of Reference require any changes. Members agreed no changes were needed.
RESOLVED to agree no changes are needed to the Terms of Reference for F&GP.

18425 Correspondence

- a) Confirmation of later edition of quick books required for making tax digital/VAT online returns, required by October 19, Clerk has arranged for August 19 at a cost of £9 per month for first 6 months and then £18 thereafter.
- b) Confirmation of increase in our advertising costs in the Bersted in Focus magazine, increase of £10.66 per month (annually £128) first increase in 8 years.
- c) A thank you letter from Home Start for their grant award
- d) A thank you letter from The Cat & Rabbit Rescue Centre for their grant award.

18426 Urgent Matters

None

There being no further business the Chairman closed the meeting at 19:15

Signed Chairman of the Committee Date



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