

**MINUTES OF THE FINANCE AND FUNDING COMMITTEE
MEETING OF SIBLE HEDINGHAM PARISH COUNCIL HELD
IN THE MEETING ROOM AT THE PARISH COUNCIL OFFICE,
75 SWAN STREET, SIBLE HEDINGHAM ON FRIDAY, 12th
APRIL 2013 AT 4.30PM**

In the chair: Mrs. G. Massey

Present: Mr. J. Skittrall, Mr. F. Swallow and Mrs. L. Waller
Mr. A. Corder-Birch (Clerk and RFO)

Public comment

There was no public comment

1. **Apologies for absence**

Mrs. J. Beavis, Mr. D. Holmes and Mrs. E. Jones

2. **Members Declarations**

There were no declarations of interest.

3. **To confirm minutes of previous meeting**

The minutes of the previous Finance and Funding Committee meeting held on 11th January 2013, having been circulated, were taken as read, were confirmed and duly signed by the Chairman as a correct record.

4. **Matters arising from those minutes**

There were no matters arising.

5. **To approve Petty Cash Account**

The Petty Cash book was circulated to Councillors and approved.

6. **To consider Progressive Spend and Income Charts**

The Progressive Spend and Income Charts for the financial year 2012-2013 were considered and approved. The end of year balances, were as follows:

General Account £108,914

Office Account £28,456

Capital Investment Account £14,726

It was noted that some funds in the General Account were ring fenced for specific purposes and it was therefore agreed to transfer £50,000 from the General Account to the Capital Investment Account in respect of the ring fenced items.

7. **To consider the appointment of new Internal Auditor**

The Clerk reported that Mr. Richard Fox, the former Internal Auditor, was unable to continue as he had moved further away from the area. Mr. Gordon Thomas FCA., is local and has experience carrying out internal audits for another nearby Parish Council and is willing to work for SHPC for £350.00 a year, which is open for review, depending upon the work involved. It was agreed to appoint Mr. Thomas as SHPC Internal Auditor.

8. **Annual Return**

The Chairman read out Section 2 of the Annual Return namely the Annual Governance Statement for 2012-2013. Each item was considered separately and it was agreed that each item had been complied with. The Chairman and Clerk therefore completed and signed Section 2.

9. **AOB (agenda items for next meeting and exchange of information)**

It was agreed to purchase a book token or similar token amounting to £25.00 and send to Mr. Fox, with a letter of thanks for his services as Internal Auditor for many years.

There was no other business.

There being no other business the meeting closed at 5.40pm

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(Date)

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(Chairman)