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| **MARSHFIELD COMMUNITY COUNCIL**  Minutes of the Finance and General Purposes Committee meeting held on 2nd September 2018 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 7:00 p.m.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Present: Mr Ron Carrie (Chairman)  Mr Mike Rigby  Mrs Linda Southworth-Stevens    Apologies: Mr Mathew Taylor  In attendance: G C Thomas (Clerk)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **1. Annual Audit 2017/18 - External Auditor’s Report**  The Clerk provided a copy of the Annual Return for year ending 31 March 2018 which had been certified by BDO LLP, Southampton on behalf of the Auditor General for Wales. The external auditor reported that, on the basis of their review, in their opinion , the information contained in the Annual Return is in accordance with the proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.  There was one issue which the auditor wished to draw to the Council’s attention which did not affect their audit opinion but should be addressed by the Council. In the Annual Governance Statement (Part 2), question 3, concerning the obligation to pay a gratuity, the incorrect statement had not been deleted as appropriate, meaning the Annual return has not been competed fully in line with the instructions issued.  ***The Committee wished to recommend that the Council approves and accepts the completed Annual Return and that the minor issue reported requires no further action.***  ***The Committee also recommended that the Council requests a copy of the Village Hall accounts for 2017/18 with an internal auditor’s report to include details of the income from Events Team events.***  **2. Scrutiny of Accounts and Records**  Members noted the recent payments and receipts statement including a bank reconciliation up to 24th August 2018 and checked bank statements against the figures in the statement, including a live viewing of Barclays on-line banking information. The cheque book and paying-in book were also scrutinised to confirm their accuracy compared to the statements. Members also scrutinised the NEST pension and HMRC PAYE records.  ***The Committee resolved that the records accurately reflected the accounts and that current systems are adequate.***  **2. Review of Budget for Year Ending 31 March 2019**  Members viewed a report prepared by the Clerk to show actual payments and receipts against budgeted payments and receipts up to 24th August 2018.  ***The Committee resolved that recorded payments and receipts and future known payments and receipts are currently within budget except for the outstanding order to fit benches and litter bins to the Village Hall grounds at a cost of £4340.***  ***The Committee recommended to the Council that the cost of installing the bins and benches should be taken from unallocated reserves currently showing as £22,000 and added to the appropriate budget heading.***  **Meeting ended 20:34** |  |