

**MINUTES OF A MEETING OF CHOPPINGTON PARISH COUNCIL FINANCE COMMITTEE HELD ON WEDNESDAY 24 JULY 2018 IN THE PARISH COUNCIL OFFICES**

**THOSE ATTENDING:**

Cllr H Allsopp  
Cllr E A Barrell  
Cllr K Grimes  
Cllr G Huntley  
Cllr A Iley  
Cllr P S Vaughan

**IN ATTENDANCE:**

Mr D L Nicholson JP Parish Clerk/Responsible Finance Officer and Ms A Brindley Assistant Parish Clerk.

**AGENDA PART 1**

**F001/18 1. APOLOGIES FOR ABSENCE.**

The following apologies were received: Cllr J Foster (prior commitment), Cllr J Rowell and Cllr L Watson (personal commitment). The meeting agreed that these were proper reasons for absence.

**F002/18 2. MEMBERS DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER REGISTERABLE INTEREST(S).**

No declarations were made.

**F003/18 3. ELECTION OF CHAIRMAN TO SERVE FOR THE COUNCIL YEAR 2018/19.**

Cllr E A Barrell was duly moved, seconded and elected to serve as Chairman of the Finance Committee for the ensuing year.

**F004/18 4. ELECTION OF VICE-CHAIRMAN TO SERVE FOR THE COUNCIL YEAR 2018/19.**

Cllr J Rowell was duly moved, seconded and elected to serve as Vice-Chairman of the Finance Committee for the ensuing year.

**F005/18 5. MINUTES.**

Members noted that all previous minutes have been reported directly to the Parish Council.

**F006/18 6. FINANCIAL PERFORMANCE TO THE END OF THE FINANCIAL QUARTER.**

The Responsible Finance Officer and the Deputy Parish Clerk reported on expenditure and income undertaken during the first financial quarter. No items were highlighted as requiring particular attention. Members were given details of contracts concluded since the budget was adopted in January. There were no significant cost variations and the RFO confirmed that the relevant budgets had been amended and that no supplementary allocations were required.

**RESOLVED: Members thanked the officers for their report and resolved that no additional actions were required.**

Cllr G Huntley left at the conclusion of this item.

**F007/18 7. SCHEME FOR THE DELEGATION OF AUTHORITY.**

The Parish Clerk explained the Parish Council's legal responsibility to ensure that its financial management is adequate and effective and that the authority has a sound system of financial control. The Parish Council discharges this responsibility through its financial regulations, adopted assurance process and its decision making and reporting procedures.

The Parish Clerk/Responsible Finance Officer reported that the current scheme for the delegation of authority had served the Parish Council well. This scheme identifies members' responsibilities in terms of decision making and on those matters members delegate to the Parish Clerk as the council's Proper Officer and to the Responsible Finance Officer. It was suggested that the scheme should be reviewed in 2 parts; financial delegations and committee responsibilities for decision making. Members were invited to give guidance on how such a review should be conducted.

**RESOLVED: Members requested the Parish Clerk prepare a review document in consultation with the Chair and Vice-Chair of the Parish Council for future consideration by members of the Finance Committee and Staffing and Policy Committee.**

**AGENDA – PART 2.**

There were no items for consideration

**There being no further business the meeting closed at 12.25.**

**Signed by the Chairman: .....**

**Date: .....**