

MINSTER PARISH COUNCIL
POLICY & FINANCE COMMITTEE

**Minutes of the Committee meeting held on Tuesday 21st May 2019
in the Neighbourhood Centre, 4a Monkton Road, Minster at 6.15pm.**

Present: Councillors Day, Mrs. Gimes (Ex-Officio), Crow-Brown, Dr. Jones, Quittenden and Taylor.

In Attendance: Kyla Lamb (Clerk/RFO)

24. APOLOGIES

No apologies were received. All Committee members were present.

25. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Quittenden be elected Chairman of the Committee for the year 2019/20.

Councillor Quittenden in the Chair

26. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Danny Day be appointed Vice Chairman of the committee for the year 2019/20.

27. MEMBERS' INTERESTS

No declarations of interest, or deregistration, were made.

28. MINUTES

RESOLVED: that the minutes of the meeting held on 2nd January 2019 be approved and signed by the Chairman.

29. ACCOUNTS TO 31ST MARCH 2019

The Clerk submitted documentation for the following :-
Accounts to 31 March 2019

RESOLVED: that the accounts to 31st March 2019 be accepted.

30. ALLOCATION OF RESERVES 31ST MARCH 2019

Members considered the allocation of reserves submitted by the Clerk and
RESOLVED that the reserves allocation be approved.

31. REVIEW OF THE ANNUAL RISK MANAGEMENT STATEMENT

Members **AGREED** the updated Annual Risk Management statement for the forthcoming year be approved and signed by the Chairman.

- 32. REVIEW OF THE SYSTEM OF INTERNAL CONTROL**
Members considered the Statement of internal Control and
RECOMMENDED: to Council that the document be approved and the Chairman and Clerk sign the Statement on behalf of the Council.
- 33. APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2018-19**
Members considered The Annual Governance statement for 2018-19.
RECOMMENDED: to Council that the Annual Governance Statement be approved and that the Chairman and Clerk sign and date the Statement on behalf of the Council.
- 34. APPROVAL OF ACCOUNTING STATEMENTS FOR 2018-19**
Members considered the Accounting Statements and supporting documents as provided by the Clerk Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2018-19.
RECOMMENDED: to Council that the Accounting Statements and supporting documents be approved and signed and dated by the Chairman on behalf of the Council.
- 35. REVIEW OF FIXED ASSET REGISTER**
Members **AGREED** that the fixed asset register be accepted.
- 36. ALL WEATHER PITCH INCOME AND EXPENDITURE**

The Clerk has updated a summary of the income and expenditure from 2008 to 2019 for the pitch. The Clerk reported that the surplus of income over expenditure this year to add to the sinking fund was £12,522 giving a total fund to date of £96,990 held in reserves.

Signed:

Chairman
Meeting closed at 6.50 P.M.