**Latimer and Ley Hill Parish Council**

**Finance Committee**

Minutes of Meeting held on 14th May 2019 at 3pm

Present: Cllr Drewery

Cllr Bramwell

Clerk

1. As the Contractor who unable to complete the works to the Telephone Box, Latimer in order that the defibrillator can be installed until late June at the earliest, it was proposed by the Clerk that we accept a quote of £450 + paint + vat from Chesham Town Council who can complete the works by the end of May. This had been already approved by the Chairman and was agreed by the Finance Committee. The Clerk to contact Chesham Town Council.
2. The Chairman had requested that she was kept informed of meetings. The Clerk to email Cllr Birkett to inform her that the next meeting has been scheduled for the 8th October at 3pm.
3. The Clerk reported that expected donations for the defibrillator in Ley Hill had not yet been received from Sally Kendall and Ley Hill School. The Clerk to chase.
4. The Clerk reported that a meeting has been arranged for the Internal Audit of the 2018/19 accounts on 15th May with David Silverstone.
5. The budget had been reviewed and had been accepted at the January 2019 Parish Council Meeting.
6. The Asset register was reviewed in order that the Parish Council are sufficiently insured. Amendments were agreed and the Clerk to contact Came and Company (insurers) to find out as to how we should insure the Ley Hill Beacon, Burial Ground fence and street lighting. The Insurance Policy is due for renewal on the 1st June 2019.
7. It is not clear who actually owns the lawn mower in the Groundsman Hut as it may be owned by St Georges Church. The Clerk is in contact with the Church and in the meantime will keep it insured. Cllr Drewery said that as it is not owned by the Groundsman then he must use his own equipment as he would not be insured to use it. The Clerk to check.
8. The Clerk advised the committee that a Financial Report will be produced for each meeting showing monthly balance sheets as well as the payments for approval and receipts.
9. The Clerk will also produce for each meeting an updated budget sheet showing actual expenses and receipts.
10. The Clerk is concerned that we are likely to go over £25,000 and therefore will need an external audit in the near future. In light of this an Audit Programme had been produced and was approved.
11. The Clerk requested that Cllr Drewery and Cllr Bramwell applied for Online Banking as soon as possible.

Meeting ended: 4.30pm

Date of next meeting: 8th October 2019 at 3pm