

## MARSH GIBBON PARISH COUNCIL

### MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON THURSDAY 20 APRIL 2017 AT 7.30pm IN THE COMMITTEE ROOM OF THE VILLAGE HALL

**Present:** Cllrs I Metherell (Chair), P Evershed (PE), A Lambourne (AL)  
Cllr J Smith (JS) joined the meeting at 8.30pm

**In attendance:** C Jackman (Clerk)

Meeting commenced at 7.35pm

1. **APOLOGIES:** Cllr E Taylor and J Kelly (Internal Auditor)
  2. **DECLARATIONS OF INTEREST:** None.
  2. **MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON TUESDAY 6 DECEMBER 2016:** The minutes were agreed by those present and were signed by the Chairman as a correct record.
  3. **MATTERS ARISING**  
There were no matters arising.
  4. **GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES IN ENGLAND**  
The contents of 'A practitioners guide to proper practices 2017' were noted and would be added to the agenda for the October Parish Council meeting for adoption.  
**Action: Clerk to add to the October Agenda**
  5. **FINANCIAL REPORTING/ACCOUNTING**
    - 5.1 **Accounts to 31 March 2017**  
Clerk presented the accounts ending 31 March 2017 which were approved subject to a few minor amendments.  
It was noted that J Kelly, the internal auditor, had not submitted an invoice for the 2016-17 audit and that a donation to Life Together had not been made in 2016-17.  
**Action: Clerk to raise payments for both J Kelly and Life Together for 2016-17/2017-18 for approval at the next Parish Council meeting.**
    - 5.2 **2016-17 Annual Return**  
It was agreed that the accounts could be forwarded to the internal auditor in readiness for approval at the Parish Council meeting on 9 May 2017.  
**Action: Clerk to forward papers to internal auditor**
  6. **Any Other Business**
    - 6.1 **Closure of Shop and Post Office**  
Cllr JS had been informed that the Shop and Post Office are to close at the end of July.  
**Action: Chair to contact Citizens Advice Bureau for advice and to enquire which authority (ie District or Parish Council) the Post Office is legally obliged to inform**  
**Clerk to contact the Post Office for advice and to email CC Angela Macpherson to ask that she notes any information which may go to AVDC**
  7. **Date of next meeting**  
To be agreed as necessary.
- The Meeting closed at 9.10pm