

Finance & Policy Briefing Note – 31.05.18

In respect of items 13 and 14 on the Agenda, please find below information to assist in resolving the noted matters.

13. Finance

13.1 List of Accounts for Payment

To be viewed and agreed at meeting as normal

13.2 Annual Report and Accounts 2017/18 The Council are asked to receive and consider the Annual Return

Please see attached ‘Annual Return’. The main items which vary from last year are lines:

3 – Increase in receipts of approx. £32k. Represents a combination of Haul Road funds to date and Neighbourhood Plan grant funding.

6 – Increase in total payments of approx. £48k. Represents Finches Field Scheme. This will be ‘refunded’ through S106 monies.

Taking the above into consideration, I am satisfied the Annual Return is inline with the years accounts and am recommending it is presented for internal audit.

So you are aware, our Asset figure (line 9) will increase by approx. £1million in the next return, once the Finches Field Hall is completed.

13.3 Council asked to approve the Financial Regulations Governance and Accountability cc’d in advance.

For those that aren’t aware, this is part of the Annual Return (Section 1), which asks for a ‘Yes’ or ‘No’ response to a number of statements. These statements cover the running of the Council in terms of budgeting, preparing certain financial and policy documents as well as ensuring the Council only acts within its powers.

Sally and I went through the statements and were content we satisfied each of them. One area which we will need to look at in the near future is a risk assessment on possible actions the Council takes that may have a financial or reputational consequence. I believe we cover most of these elements in the daily running of the Council, but would like a document to demonstrate clearly, we have carried out such works.

Taking the above into consideration, I am recommending we approve the statement.

If you want to read more about the statements, you can find more information here:

<https://www.nalc.gov.uk/library/publications/2405-governance-and-accountability-for-smaller-authorities-in-england-2017-sections-1-5/file>

13.4 Council asked to review Slaugham Asset Register cc’d in advance

I have attached this to the email. There are no changes from last year.

14. Standing Orders and Financial Regulations of the Parish Council

The Council are asked to review the Standing Orders for 2018/19 at the next convenient meeting to be agreed.

These generally follow set rules, so they rarely need updating. However, I am going to recommend that a statement is included relating to the new data protection Act regulations and within the Financial Regulation section, the Clerks ability to spend is updated to include the use a debit card and how to obtain authority, if needed, to do so.

This can be discussed and agreed at the next F&P meeting and then presented to full Council.

Additional Notes

We appear to have section 106 monies coming in from a few sources and should comfortably have enough to cover the proposed works on the Pavilion and Playground.

Sally and I are looking into firming up the process once we have received a sufficient number of tenders and will advise accordingly on what we believe the next steps are.