

**Minutes of a Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Wednesday 16<sup>th</sup> May 2019 @ 20.00, Parish Room, Church Lane, Doddinghurst.**

**Present:** Cllrs. Mrs Dicker (Chairman), A Farrow, G Smith, Julia Le Page, M R Capon.

1. **Apologies for absence.** Cllr A Smith
2. 🖐️ **Resolution:** Appointed Cllr Deborah Dicker as Chairman to the committee.
3. **Declaration of Interests** relating to items on the agenda. None declared.
4. 🖐️ **Resolution:** Approved, Minutes of the meeting held on 21<sup>st</sup> November 2018.
5. **Information:** Update on actions since last meeting.
  - Bank reconciliation for 18/19 completed.
  - External audit return completed.
  - Audit Variance analysis completed.
  - External Auditors letter completed.
  - Internal Audit scheduled.
  - VAT returns for 2018/19 completed.
  - Tax return completed and P60's issued
6. **Information:** Noted Actual v Budgeted income and expenditure outcome for 2018/19
7. **Information:** Noted: The external audit regime and the Parish Council Audit report (AGAR) for 2018/19.
8. **Information:** Noted, AGAR Governance sign off; JPAG and potential impact of non-compliance (Slough Borough Council: reorganisation of Community Governance) Judicial Review 2019.
  - Discussed: Standing Orders - update for 2019
  - Discussed: Financial Regulations and Supplement - update for 2019
  - Noted: Transparency Act - smaller authority requirements - use of Annual Report
  - Noted: Financial Risk Assessment, Bank Signatories and Authorisation of Payment Process.
9. 🖐️ **Resolved:** Approved the External Audit submission and Governance Statement compliance for submission to Full Council.
10. 🖐️ **Resolved:** Approved updated Standing Orders and Financial Regulations (including supplement) for submission to Full Council.
11. 🖐️ **Resolved:** Approved and issued. Risk assessment schedules for 2019/20.
12. **Any Other Urgent Business** strictly for information only. The introduction of the Digitisation of VAT by HMRC applies to organisations that are VAT registered. Doddinghurst PC is not a retailer and is not so registered therefore whilst it reclaims VAT (as enabled under powers as a Parish Council) it will not have to make digitised VAT returns under the proposed changes.

**The meeting was closed at 22.00**

Signed: ..... Deborah Dicker (Chairman)

Dated: 21<sup>st</sup> November 2019