

Minutes of a Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Wednesday 25th May 2016 @ 20.00, Parish Room, Doddinghurst Road, Doddinghurst.

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

1. **Election of a Chairman:** Cllr Dicker was elected as the Chairman of the Committee.
2. **Apologies for absence.** Full attendance
3. **Declaration of Interests relating to items on the agenda.** None declared.
4. **Approved:** Minutes of the meeting held on 18th November 2015.
5. **Information:** Update on actions since last meeting.

- Bank reconciliation for 15/16 completed.
- External audit return completed.
- Audit Variance analysis completed.
- External Auditors letter completed.
- Internal Audit scheduled.
- VAT returns for 2015/16
- "Fast Pay" Banking process.
- Tax return completed and P60's is

6. **Information:** The Parish Precept - a review of changes since 2005. Noted.
7. **Information:** The external audit regime and the Parish Council Audit report. Noted
8. **Resolution:** Approved the External Audit submission and Governance Statement compliance.
9. **Resolution:** Approved Parish Council Insurance 16/17 Renewal with AON UK Ltd.
10. **Resolution:** Approved 2016 - 2018 NALC/ SLCC National Salary Award
11. **Resolution:** Approved & issued Risk assessment schedules for 2016/17.
12. **Any Other Urgent Business** strictly for information only:
The 2015/16 draft annual report had been circulated for comment.
Auto enrolment to a pension fund is the 1st Jan 2017

The meeting was closed at 21.20

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

Dated: 17th November 2016