



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Working Group will be held on Tuesday 25th June 2019 at Corner Cottage, starting at 7.00 pm.

Invitees:

Cllr. Simon Lucas

Cllr. Steve Herra

Cllr. Graham Chillcott

Cllr. Sylvia Wiggins

Mr. David Rigby – Clerk and RFO

A G E N D A (WITH NOTES OF DISCUSSION)

- 1. Election of Chairman of the Working Group** – Clerk RFO to chair in interim Meeting agreed that Chair of Council should chair what will now be called the Finance Advisory Committee
- 2. Apologies for absence** - None
- 3. Declarations of Interest** – None at outset or needed to be declared during meeting
- 4. Finance Working Group Terms of Reference – to agree a set of contemporary Working Group Terms of Reference. Resources of different models will be available at the meeting for review** – Using templates supplied by the Clerk the meeting agreed a draft set of ToR which are to be included within an overarching document that Clerk is to prepare and present to Council
- 5. Finance Working Group work programme through to end of March 2020** - Agreed to hold four “ordinary” meetings during the financial year (each in the month following a quarter end to review annual budget) TOGETHER with an additional meeting in November to discuss budget and precept for the following year. Given that Council has finite resources in terms of time and money members were asked to submit to the Clerk a list of what they each saw as the Top 3-4 priorities for Council to try and deal with before March 2020
- 6. Brief review of the reserves to check that all proposed entries are correct** - Meeting agreed that the Reserves summary presented at the Council meeting on June 9th 2019 (part of minute 269/19) be amended. “Designated reserves” to be re-titled “Earmarked Reserves”; “Phone Box” and “CCG Donation” reserves to be recorded as “Ringfenced Reserves” to reflect that they were given for specific purposes; and “Unallocated Reserves” to be re-titled “General Reserves”. None of these changes alter the reserves themselves in any way
- 7. Any Other Business** - None