

# WELWYN PARISH COUNCIL

## MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY 31<sup>ST</sup> OCTOBER 2006 IN THE PARISH CENTRE THIS COMMENCED AT 7.00pm

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- PRESENT:** Chairman, Councillor I. Skidmore and Councillors, C. Hukin, J. Roper, P. Neville and M. Rowland.
- APOLOGIES:** Cllr. M. Benson (Other Commitments) and Cllr. I. Wheeler (Other commitments)
- IN ATTENDANCE:** Rebecca Findlay (Clerk),
- 2006/24** **MINUTES OF THE MEETING HELD ON 29<sup>TH</sup> AUGUST 2006:**  
The minutes of the meeting held on 29 August 2006 were considered by the committee and accepted as an accurate and correct record then duly signed by the Chairman.  
  
No meeting of the Finance Committee was held in September 2006
- 2006/25** **MATTERS ARISING FROM THE MINUTES OF 29<sup>TH</sup> AUGUST 2006:**  
AUGUST PAYMENTS - The Chairman of Full Council and Cllr. Rowland, who had delegated powers to look at the Accounts for the August 2006 period, reported that they were all correct and both duly signed the minutes to that effect on behalf of the Council.  
  
EMPLOYERS NATIONAL INSURANCE CONTRIBUTIONS – It was reported that the payments are now up to date and have been paid in full.
- 2006/26** **ACCOUNTS FOR SEPTEMBER 2006 and OCTOBER 2006:**  
There was a query regarding the Civic Centre Insurance payment to Welwyn Hatfield Council (P.210) on the accounts. The Clerk reported that the Parish Council paid part of the insurance premium to Welwyn Hatfield Council under the terms of the lease.  
  
There was also a query of the payment to 'Serco' (P.195). The Clerk reported that this was an annual payment for the emptying of the large bins at the Ottway walk, playing fields.  
  
The Committee agreed to recommend to Full Council the payments totalling £20,407.38 for the September period and also agreed to recommend the payments for September, totalling £18,193.68.
- 2006/27** **ACCOUNTS FOR AUDIT FOR THE PERIODS 2004/2005 and 2005/2006:**  
The Chairman of the Committee explained the reason why both sets of accounts had been delayed and where the Council now was within the set timetable (The details of which had previously been circulated to all Councillors).  
  
No questions had been received regarding both sets of accounts before the meeting. The only comment made was that Welwyn Bowls Club had paid their 2004/2005 account late in January 2006. It was also reported that they had not received the invoice for 2005/2006. The Clerk would check their file. It was reported that a further invoice would soon need submitting for the 2006/2007 period.

**Chairman's Initials.....**

The accounts were over Budget for 2005/2006 but this was due to the £10,000 paid out for the Youth Shelter.

Therefore, it was agreed to present and recommend that Full Council accept both sets of accounts.

It was reported that Steve Vine having been appointed the Parish Councils Accountant for the duration of the auditing procedure had worked extremely well sorting out the data due to the collapse of the previous accounting programme. The Chairman reported that a new accounting package, 'Sage', had been purchased and he and the Clerk would be receiving full training.

It was recommended that the cheque for £ 2,181.21 to 'Accountancy and Book-keeping Services', for Steve Vines accounting be paid.

**2006/28**

**THE WELWYN WAILERS:**

Correspondence had been received asking for a donation from the Parish Council. It was agreed that before consideration, due to the Council's policy on donations, the Clerk request a copy of their accounts for the period 2005/2006. If received, this request will be discussed at the meeting in November.

**2006/29**

**CHEQUE SIGNING:**

It was recommended that all the cheques for October period be signed.

**2006/30**

**CLOSE OF MEETING:**

The Chairman thanked everyone for attending and closed the meeting at 7.26pm

**Signed.....Chairman of Finance**

**Date: 28<sup>TH</sup> November 2006**