

HINTON PARISH COUNCIL

FINANCE MEETING

Minutes of the meeting held on **Tuesday 4th June 2019** at 7.00 pm in the Parish room, at St Andrews Church.

Present-Cllrs- M Fryer, D Beard, P Marsh & L Yeomans (Clerk)

OPEN FORUM – No Public Attendance-

1. **To Elect Chair of Finance-** DB proposed MF, PM 2nd this. Carried
2. **To accept apologies and note absence-** None Received
3. **Declaration of interest-**None Received.
4. **Minutes of the last meeting held May 7th 2019** were taken as read and signed by the Chair. Cllr Fryer proposed this, DB 2nd.
5. **Budget review-** Noted by all.
6. **Invoices received- It was agreed by all Cllrs to pay the following-**

Staff Salaries £1296.06	Phone £12.50
HMRC £300.60	R Griffiths £120.00
LGPS £459.55	
Glos LGPS Admin £300.00 (Letter went to VH)	
April LGPS Cheque £459.55. New cheque needed as previous one cancelled. (Letter went to VH)	

Other invoices received, CRT £180.00, Gaptc £190.00 (Audit) Viking £78.68
MF proposed they all be paid, PM second.
7. **To carry out internal controls, check bank reconciliation /statements and sign. These can be done quarterly and not monthly if required. See Internal Audit** - Clerk went through the Auditors report, and explained that we need prove that controls are being carried out, even though we do controls and sign bank statements etc, we need to do a check list. All agreed to continue to do internal checks on a monthly basis.
Checklist was in place and internal controlled carried out.
8. **Date of Next July 2nd 2019** was noted by all.

Meeting Closed 7.40 pm

Signed

Date

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