



**AUDLEM**  
PARISH COUNCIL

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**Minutes of meeting of Audlem Parish Council  
FINANCE COMMITTEE  
held in the Methodist Church, Shropshire St. Audlem  
on Tuesday 6<sup>th</sup> June 2023 at 7.00pm.**

**Present:** Cllrs Tim Lawton [TL] (Chair), Chris May (Vice Chair) (CM), Geoff Seddon (Ex Officio) [GS], Jean Stainthorpe [JS]

**In attendance:** Katrina Chalk – Clerk, Cllrs Stephen Hopkins (SH) and George McLaren-Brown (GMB)

**23.1 Apologies for absence**

Cllr Steve Elliott

**23.2 Public participation**

No members of the public were present.

**23.3 Declarations of Interest**

None declared.

**23.4 Requests for Dispensation**

No requests received.

**23.5 Confirmation of Minutes**

Members **APPROVED** the Minutes of the meeting held on **Tuesday 7<sup>th</sup> March 2023**.

**Proposed by TL, seconded by CM – All in favour.**

**23.6 Budget Matters**

- i. JS checked the first quarter finances for 2023/24 against invoices and income and expenditure records. A verbal report will be submitted to Full Council on 12<sup>th</sup> June.

**TL** gave a verbal update to those present on the current budgetary restrictions and the necessity for continued restraint on spending during this financial year. Whilst the new bank account has been opened and the next installment of the precept will go into this account, continued financial monitoring against the allocated budget will be required.

**GMB** suggested for the next 12 months, at least, the Finance Committee should meet every two months to monitor the situation and report to Full Council.

**TL** recommended any payments required for the retrospective planning application should come from the Turnpike Field budget (approximately £2k), as all the other money allocated against budgets may be required during this financial year.

**JS** gave a cheque for £100 from Music Festival Committee (donation towards signs at Turnpike Field) to **GS** to be banked.

**GS** confirmed £50 received from the Audlem Wildlife had been received and banked. A thank you letter will be forwarded to them.

**Action:** The Clerk will send a thank you letter to TWEG – **JS** to forward contact details.

The Clerk has contacted the Planning Enforcement Officer to ascertain if any work/installation should be undertaken prior to submitting the retrospective planning application. Full Council will be updated once a response has been received.

- ii. Members to DISCUSS possible accountancy software to use for APC finances for the next financial year. Recommendations to be submitted to Full Council at a date to be agreed.

- Scribe
- Excel
- [QuickBooks Pricing](#) | [QuickBooks Prices](#) | [QuickBooks UK \(intuit.com\)](#)

**Action:** Members agreed to defer this item until a new Clerk was found. It will be discussed during the October Finance Committee meeting and the costs added to the budget for 2024/25.

**GS** will continue to update the excel spreadsheet for expenditure and income. This will be used in conjunction with the bank statements and invoices as a monthly check. **TL** thanked **GS** for the time he has given to keep an accurate financial record.

- iii. Members **NOTED** VAT reclaim had been submitted - £1,921.80 against 2021/22 and £9,261.38 2022/23 – total **£11,183.18**. The reimbursement had not been received to date.

**TL** outlined to those present the problems/issues which have arisen whilst attempting to reclaim the VAT, as APC cannot gain access to their Government Gateway Account due to it being registered to an obsolete account.

### **23.7** Internal Auditor

Members **APPROVED** the report from the Internal Auditor (the Internal Auditors Report will be discussed and approved at the Full Council meeting in June 2023).

**Action:** Members agreed with the report and the suggested timeline to review policies. APC Standing Orders and Financial Regulations will be reviewed at the same time (3<sup>rd</sup> July 2023) from which the Terms of Reference for the Finance Committee can be amended. **CM** agreed to use a template to draft a new Annual Risk Management document.

**Action:** The Clerk will contact APC payroll provider to ascertain who has to contact HMRC regarding unpaid PAYE/NI deductions for one of the employees.

### **23.8 Review of APC Insurance Policy**

Members discussed the policy, highlighting a few amendments. **GMB** agreed to review the costs against the Asset Register which was recently updated by **TL**. This will be used by the Clerk to obtain quotes from BHIB and contact a broker for other quotes. Members acknowledged it may be hard to obtain quotes due to APC history, but it is a necessary process.

### **23.9 Items for Future Agenda**

#### **23.10 Date of next Finance Committee meeting**

The next two meeting dates were set: 30<sup>th</sup> August and 30<sup>th</sup> October both at 7pm.

**Action:** The Clerk will book the room.

**TL** thanked **JS** for coming onto the Finance Committee last year when it was not quorate and supporting the committee.