

## AUDLEM PARISH COUNCIL

c/o Cheshire Association of Local  
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**AUDLEM**  
PARISH COUNCIL

Minutes of meeting of Audlem Parish Council  
**FINANCE COMMITTEE**  
held in the Methodist Church, Shropshire St. Audlem  
on Tuesday 7<sup>th</sup> March 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

**22/11. Apologies for absence**

Cllr Steve Elliott

**22/12. Public participation** - No members of the public were present.

**22/13. Declarations of Interest** - No declarations received.

**22/14. Requests for Dispensation** - No requests for dispensation

**22/15. Confirmation of Minutes**

**Resolved** – That the minutes from the previous Finance Committee Meeting held on 12<sup>th</sup> December 2022 were approved by Members: Proposed by TL, seconded by CM, All in favour.

GS noted that the payment schedule had been uploaded on to the website and the minutes from the November 2022 Full Council Meeting, which weren't visible, due to an IT issue, can now be viewed.

**22/16. Budget Matters**

a) Councillors **NOTED** Cheshire East Council's approval of the APC Council Budget and Council Tax for 2023/24 of £129,314.

- b) Councillors **RESOLVED** to recommend to Full Council to approve the amended Financial Regulations.

Proposed by TL, seconded by CM, all in favour.

- c) Councillors to **NOTE** update on application, by the Clerk, for a new Lloyds Bank Account.

The Clerk advised Members the new Lloyds Bank Account application has been made. It will take approximately 6 weeks for the submission to be approved (The Clerk will follow up the application at the beginning of end of March).

- d) Councillors to **NOTE** update on VAT reclaim- resubmission.

TL advised the re-submission of the VAT reclaim was challenging due to APC not having a bank account and a current Government Gateway (GG) number. Once the new bank account has been approved and the new GG number received, the reclaim will be resubmitted by the Clerk.

**Action: The Clerk will update ChALC regarding the VAT reclaim timeline and contact HMRC to alter the contact details, clarify PAYE payments and advise them of the situation regarding the VAT.**

- e) Councillors **NOTED** the finance update set against the budget projection.

TL thanked GS for finance update document. Members reiterated the need to review the expenditure regularly to continue the robust monitoring of the budget.

## **22/17. Internal Auditor**

Councillors considered and **RESOLVED** to recommend to Council the Internal Audit Report to be completed by the Internal Auditor for year-end 31<sup>st</sup> March 2023.

Members noted the two people approached to carry out the Internal Audit, have been unable to commit the time required.

The Clerk advised she had contacted JBH Business Services, who carry out many Internal Audits for Town and Parish Councils. It is hoped the price for carrying out the audit will be received within 24 hours and Full Council can consider engaging this auditor.

**Action: The Clerk to prepare the Letter of Engagement for the Internal Audit and add the item to the Full Council agenda for their decision.**

**Action: GS to write to K Mellor to thank him for carrying out the Internal Audit over the past few years.**

**22.18. Date of Next FINANCE COMMITTEE Meeting and Agenda items -**

**The next meeting will be held on Tuesday 6<sup>th</sup> June 2023.**

A financial check will be carried out prior to the meeting.

**Agenda items:**

- Internal Audit Report – if received
- Consider optimum accounts software for APC to use.

**The Chair closed the meeting at 20.15.**

DRAFT