



**MINUTES OF FINANCE SUB COMMITTEE MEETING (FSC)**

Wednesday 28 April 2021 at 7.00pm

Online meeting through Zoom.

PRESENT

Cllr D Winskill, Cllr P Salt, Cllr C Gresty and the Interim Parish Clerk – Paul A I Barton.

**1. Public Forum**

There was one member of the public present

**2. To appoint chair for the meeting**

Cllr Salt took the Chair for the meeting.

**3. Apologies**

Cllr A Bicknell gave his apologies on health grounds. Cllr J Bower absented himself from the meeting due to poor reception in a public place which was inappropriate.

**4. Declaration of interests**

There were no declarations of interest

**5. Minutes**

The Minutes of the last meeting held on 31 March 2021 were approved and notionally signed by Cllr Salt as a true record of the meeting.

**6. Bank reconciliation**

Members considered the Bank reconciliation for the bank account year ending 31 March 2021 which had previously been circulated.

\* The Interim clerk explained the details of the bank reconciliation undertaken with the new Scribe software and any differences to earlier preliminary figures presented to the Parish Council meeting, which had been drawn up prior to the completion of the year end and the inclusion of any final balancing year end transactions.

Balances were agreed and approved were as follows:

Petty Cash	£56.18
Deposit Account	£118,403.42
Current account	£26,482.53
Total	£144,942.13
Less Unpresented Payments	£6,087.87
Adjusted Bank Balance	£138,854.26

**7. To approve renewal of Parish insurance policy:**

Previously circulated, Members considered and approved the renewal of the Parish Insurance Policy which will be in its third year of a 3 year arrangement. The Council Guard Scheme Insurance from Royal & Sun Alliance Insurance Plc covers the period from the 1st June 2021 to the 31st May 2022. The renewal premium (including IPT and all fees) for the year will be: £ 1,096.38.

**8. To approve schedule payments for April:**

Members considered and approved the schedule of payments expected for the next month most of which are now set up a DD, BACS, or STO including items already paid since the last Bank statement

N.B. The outstanding grant payment due to Audlem Public Hall for £5000, which has been previously approved, was authorised for payment following receipt of a final invoice being received from APH showing proof of all works being carried out in accordance with the grant request.

Public Conveniences	S Potter	BACS	£27.50
Buttermarket	D White	tba	£274.91
Buttermarket	D White	tba	£785.46
APH	Grant	BACS	£5,000.00
Public Conveniences	S Potter	BACS	£110.00
Public Conveniences	S Potter	BACS	£191.40
Public Conveniences	3 Counties Cleaning	BACS	£450.00
Turnpike Field	Signage	tba	£4579.58
Interim Clerk	Salary	BACS	Confidential
Lengthsman	Wages	BACS	Confidential
	NEST Pension	DD	Confidential
HMRC	PAYE	BACS	To be confirmed
ThenMedia	Website Maintenance	BACS STO	£51.60
Zoom	Online meetings	DD	£14.49
Water Plus	PC Water/Waste	Est DD	
EDF	Electrical supply	Est DD	£60.00
Shires Payroll Services	Payroll	Est	£24.50
Shires Payroll Services	Set up costs of new Clerk	tba	
Public Conveniences	PHS	Est	£204.52
Public Conveniences	3 Counties Cleaning	Est	£450.00

N.B. The TFWG have agreed that payment for oak signage be charged against the donations reserves.

**9. To consider year end Annual Governance and Accountability Return (AGAR):**

Members received a report from the Interim Clerk on the year end to 31 March 2021 confirming that all entries made for the year have been double checked, including those by the previous clerk with any adjustments now having been made from the initial draft produced for the April APC meeting. The Interim Clerk is in the process of completing the annual return by adding the required explanations for variances compared to the previous period. Once this and the AGAR form is completed, the annual return will be passed to the Internal Auditor with any supporting reports. The Internal Auditor to be granted access to the Scribe accounting system. It was hoped that the internal auditor would be able to complete the Audit by the June Parish Council meeting, where it will be presented for sign off. It was approved that Kevin Mellor be reappointed as the Internal Auditor.

## **Reserves.**

As part of the year end figures and as a result of some confusion over funds held as Earmarked/Reserves, the Interim Clerk has updated up the Reserve report which is held within the Scribe accounting software. This report has been updated as follows:-

- Refurbishment of toilet block reserve of £5000. Without any works planned this has been removed from the report.
- The Contingency for expenditure reserve of £25,639. This could be related to the CIL of £29,074.50 but it has not been possible to determine that for certain, or why there is a difference. As a reminder, CIL funds must be spent on specific projects and not used for regular payments such as maintenance work. This reserve number could be adjusted to £29,074.50 to match the original CIL number, and then used as a reference point to manage future spending of CIL funds and ensure all such funds are spent as required. Interim Clerk to seek advice from a previous chair of the FSC before any decision is made.
- Longhill Moss reserve balance of -£472.50 is now in a deficit position as a result of emergency spending carried out in January/February following the flooding which took place.
- Asset renewal reserve of £2500. At present there are no scheduled works planned so this has been removed from the Reserves.
- Turnpike Field Donations. In order to try and improve the transparency over funds held, the Interim Clerk to produce a report on ALL spending reported in the Parish Accounts since the field was purchased with a view to working with the TFWG to agree what expenditure should be allocated to which costs centres and/or donations and grants received to enable all parties to agree on the current position on both a) general funds and b) donations. The Turnpike Field Working Group development plan is to be considered at the next Parish Council meeting.

## **10. Items subject to ongoing or periodic review:**

Review progress on change of bank mandate. Forms have been signed by Cllr P Salt and Cllr C Gresty. It was agreed and approved that Incoming Parish Clerk O Hembry to be added to signatories. Cllr M Duys to be asked to be signatory.

Review progress on opening an account with CCCA. Following discussion under Item 9 (above) Interim Clerk recommended that CIL funds, and donation funds be held within the Parish deposit account with Santander and the residue larger amount of funds be held in the account with CCCA. This matter to be put to the full Council for approval.

Churchfields. Cllr D Winskill reported that he was meeting chair of ADAS, Neil Goodyear to discuss and draw up a possible maintenance plan, and cost proposal for the year.

## **11. To set a date for the next meeting of the FSC:**

The date of the next meeting Wednesday July 7, 2021 at 7pm. Subject to approval, this meeting to be held in a meeting room at the Methodist Church. Clerk to book.

The Meeting closed at 8.58pm

It was **resolved** at the meeting on 7 July 2021 to approve the minutes of the previous meeting held on 28 April 2021 which were signed by the Chair of the meeting as a true record.

O Hembry  
Clerk