MINUTES of the Meeting of THE FINANCE & GOVERNANCE Committee held at 7.30pm on Thursday 21 May 2020 via Teams Video Conferencing

Committee Members present:

Malcolm Llewellyn (Chair)	Julia Shorrocks (Vice-Chair)
Stephen Hand	Duncan Ranger
Rodney Jackson	Allan Brown
Seth Jee	Claire Majsai

Also present: Sarah Groom, Clerk to the Council & Andy Beams, Interim Finance Officer

F19/099. Apologies for absence and declarations of interest: There were no apologies for absence and no declarations of interest.

F19/100. Minutes of the meeting of Finance & Governance Committee of 12 March 2020: The minutes were received and amended as follows: F19/092 to read Finance & "Governance" Committee. The minutes were then accepted as amended and would be signed by the Chairman at the next available opportunity.

F19/101. Adjournment for questions from the public: There being no members of the public present the committee was not required to adjourn the meeting in accordance with Standing Orders.

F19/102. Income and Expenditure for Year Ending 31 March 2020: The Committee considered the income and expenditure for the year ending 31 March 2020 *(Ref Item 4 ATTACHED).* Cllr Hand queried the Running Costs for the Cemetery looked too high in comparison to the previous year. The figure £25,232 included the £17,000 spent on the new Cemetery wall, which was one-off cost rather than a running cost. The Interim Finance Officer explained that the Parish Council does not set a capital budget each year, just a revenue budget. Some Parish Council's do set a capital budget as well. The purpose of the public rights to inspect the accounts (see Minutes F19/104.3) was for clarifying any questions the public have. However, a note can be added to explain the £25,232 figure includes the cost of the new wall. Cllr Llewellyn explained the General Admin figure contained mainly staff salaries and that it had been under-budgeted for in 2019/20. The budget had been £128,000 but the actual spend was £147,000 due to a number of changes in staffing throughout the year. The new Clerk started early, on 19 February and the Interim Clerk continued until 31 March 2020 for hand-over purposes. The new budget for 2020/21 is £161,000. It was agreed that an explanatory note would be added to the figures to inform Council of this background information and the Committee:

RESOLVED: To recommend the Income and Expenditure for Year Ending 31 March 2020 to Council for approval and adoption.

F19/103. Internal Audit Report Letter: The Committee considered the Internal Audit Report letter dated 15 May 2020 from Mulberry & Co. including the audit findings for action *(Ref Item 5 ATTACHED).* Cllr Llewellyn highlighted the key messages from the Auditor: that the systems are well established; it is clear the Council takes its responsibilities seriously; the systems are fit for purpose; and the Governance and Accounting Statements are ready to be signed off by the Council. The detailed level of the audit report was complimented by Cllr Jackson. Cllr Llewellyn asked that Point 9 on page 9 be corrected. Each of the six audit findings were then discussed and noted, however, the Auditor will be asked to clarify the Transparency Code comments. It was agreed that the Clerk will draft a comment in response to each item to recommend to Council. The issue of the low General Reserves will be addressed by a further report of the Interim Finance Officer to the June Committee. Cllr Brown stressed the importance of

repeating the message that our Ear Marked Reserves are mainly Section 106 funds committed solely to Hurst Meadows and that they can't be used for General Reserves. The Asset Register will be amended to include a summary of changes over the year and submitted to the June Council meeting for adoption. The Committee noted the Internal Audit Report letter and:

> **RESOLVED: To recommend the Internal Audit Report dated 15 May 2020 to Council for approval and adoption, noting the findings that require action.**

F19/104. Annual Return 2019/2020: The Committee considered and agreed that the Annual Governance and Accountability Return for the year ending 31 March 2020 accurately presents the financial management of the Council as required by the Accounts and Audit Regulations 2015 and:

> **RESOLVED: To recommend the Annual Governance Statement 2019/2020 to Council for approval and adoption.**
>
> **RESOLVED: To recommend the Accounting Statement 2019/2020 to Council for approval and adoption.**
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> **RESOLVED: To recommend the period of public inspection of the accounts as 15 June 2020 to 24 July 2020, to Council for approval and adoption.**

F19/105. Financial matters:

F19/105.1 Payments and receipts: The committee noted that the new coding system for 2020/21 is yet to be set up on the Rialtus Business Systems (RBS) Omega Software so the Interim Finance Officer had provided a spreadsheet of each payment and receipt. The committee noted the:

(i) Payments of £43,447.05 for month 1 (April 2020)
(ii) Receipts of £126,970.00 for month 1 (April 2020)

F19/105.2 Financial monitoring: The Committee noted the Unity Trust Bank Statement for month 1 (April 2020) which reconciled with the payments and receipts for the month, in accordance with the Financial Regulations of the Council. The format of monitoring reports from RBS for April and May 2020 will be reviewed and brought back to the Committee.

F19/105.3 Deposits and investment: The Committee noted the funds that the Council was holding on the 31 March 2020.

F10/106. Contracts and leases: There was nothing to report.

F19/107. Financial risk and insurance: The Committee noted:

F19/107.1 The annual renewal of the Village Centre Insurance cover with Norris & Fisher (Insurance Brokers) Ltd. from 1 April 2020 at a cost of £1,957.33.

F17/107.2 The annual renewal of the Parish Council Insurance cover with Zurich from 1 June 2020 at a cost of £3,733.52.

There being no other business the Chairman closed the meeting at 8.30pm.

Chairman