

Minutes of the Meeting of the Finance & Administration Committee held virtually on Tuesday 17th November 2020 at 7.30pm.

Present: Councillor M Shepherd (Chairman), Councillor B Hopkins, Councillor D Murrell, Councillor G Billard, Councillor Anderson and Councillor C Shepherd.

In attendance: Sarah Bristow (Clerk) and Geraldine Scanlon (Communications Officer)

611 Apologies for absence

It was resolved to accept apologies from Councillor R Frost

612 Declarations of interest.

None

613 Current Financial Position.

a) Whole Council Budget.

Councillor M Shepherd had circulated an updated IAC report (see attached) and advised the two corrections in his original October report had been carried out by the RFO. Leaving only the one outstanding query regarding a minor reporting discrepancy between the FBC and Reserves reports which the RFO is currently investigating.

Internal Audit Controller report to Finance Committee
October 2020 accounts – Update 1

The only reports originally issued to me by the RFO that were useable for checking the accounts were the Bank statement and bank reconciliation reports issued to the Finance Committee on 6th November. The reconciliation reports and the Edge package indicates that the accounts have been fully reconciled up to 31/10/2020 so additional reports have been run by the IAC for checking purposes. My original report presented to the F&A committee meeting on 9th November identified two errors and one query. Corrections were made and revised financial reports were presented by RFO on 9th November. This version of my report takes account of the corrections.

Regular checks

1. NS&I and Barclays Bank A/C opening and closing balances agree with Bank Reconciled statement and cash book opening and closing balances? – **Yes**.
2. Debits & Credits on Barclays Bank A/C consistent with Bank Reconciled statement report? - **Yes**.
3. Cashbook consistent with Bank Account Latest Reconciliation reports? - **Yes**
4. All Manually processed payments on September bank statement agreed for payment by Council resolution before payment made and values correct? – **Yes**

5. All Direct Debits on September bank statement presented to council on payment list, either in advance or retrospectively? - **Yes**
6. Uncleared and unrepresented effects o/k? – **Yes**
7. Cashbook report consistent with Bank Reconciliation reports? - **Yes**
8. Financial Budget comparison report consistent with Cashbook? – **Yes**
9. Reserves report consistent with FBC report – **No**

The following discrepancy was found. Budget Heading Transaction reports were used to investigate the actual transactions included in the report.

- a. **Project Reserve** – A £16,000 transfer from the General Fund has been credited to the reserve but the transaction does not show in the FBC report. Why is this? A transaction from the DC reserve to the General Fund (Or staffing?) does show up the FBC report, so why does this income transfer not show on the report? *Update 9/11/2020 – This issue is being investigated by RFO. The reserve balance as at 31/10/2020 is however shown correctly on reserves report and cashbook.*

10. Reserves report consistent with reserves balance shown in cashbook – **Yes**
No other checks have been carried out for this period. Petty cash has not been physically checked.

Additional Observations

Following discussions at the October Finance committee and Full Council, £16,000 has been transferred from the General Fund to the Projects Reserve, representing savings made during the 2018/19 financial year.

Conclusions

The overall bank reconciliation for the period 1/10/20 to 31/10/20 is in order. All financial reports checked are numerically consistent, except for one minor reporting discrepancy between the FBC and Reserves reports which is currently being investigated by the RFO. The issue does not affect the reserve balances as shown on the Reserves and Cashbook reports. I am happy to confirm that the accounts as at 31/11/2020 appear to be in order.

The summary cashbook report for the period 1/4/20 to 31/10/20 is appended to this report.

Mike Shepherd,
12/11/2020

Councillor M Shepherd commented that the Parish Council had erroneously claimed a refund for NI contributions of £2789.44 which had been paid into 140 Misc Council Income. It was then determined the refund was not due and therefore a repayment was authorised by Full Council to HMRC which was paid from 3005 Staffing Expenditure. This then showed as an overspend on the Staffing budget and the Council showing a surplus. The RFO agreed to make Journal Transfers so that income and expenditure shows in the accounts in the same committee budgets.

b) Aged Debtors.

Councillor M Shepherd explained the Sports Ground Committee had been charged VAT on their £5.00 rent payment which was not payable. The Clerk advised she would repay the SGC and amend the accounts accordingly.

c) Reserves.

614 Budget Setting.

Councillor M Shepherd suggested reviewing the Parish Councils 2021/22 budgets to assess if those queries raised at the Finance & Administration meeting of 12th October 2020 had been resolved.

Councillors discussed both income and expenditure.

It was resolved to approve the following budget line amendments.

Income:

145 0 – Printing – *remain at £300.00*

Expenditure:

1020 – Audit fees – *Remain at £3000.00*

1065- Legal fees – *to be further checked against DVSC lease quotes.*

1070- Sports Ground Rent – *Reduced to £1200.00.*

1080- Office Cleaning – *Increase to £100.00*

1135- IT Hardware Leases – *Increase to £1000.00*

1145- New Replacement IT Hardware – *Increase to £2500.00*

1155- DVSC Contingency Fund – *Increase to £7000.00*

Councillor M Shepherd asked if an estimated cost had been received regarding the cost of the Sports Ground Lease. The Clerk advised she had asked for an estimate, but the solicitors had been unable to supply one. Councillor M Shepherd suggested it could be discussed during the previously agreed meeting with the solicitor. It was the Clerks opinion the solicitors preferred to have face to face meetings. Councillor M Shepherd advised this was not possible due to the current Covid restrictions and to wait would only hold the process up. Clerk to arrange a meeting, either virtual or tele-conference as soon as possible.

As there is currently no lease between the Sports Ground and the Parish Council it is impossible to extend the lease. A new lease will have to be drawn up.

Councillor M Shepherd advised the Parish Council needed to see the lease held by the Scouts as there may be land registered under their lease that should be included in the Sports Ground lease. Whilst this may have no impact on time scales for the Sports Ground leases, they needed to be correct when being renewed.

Council Grants

Expenditure:

The Church representative and Sports Ground Management Chairman had both been approached by the Parish Council regarding the grants they currently receive. Each were asked to advise if they needed an increase their grants and by how much.

A report had been submitted to the Finance Committee from the Sports Ground Management showing a list of ongoing maintenance and duties carried out by the SGC. Along with an outline of some of their expenditure. Councillor M Shepherd asked Councillor Hopkins if the SGC had a figure in mind for an increase to their grant. As no figure was determined a suggested 5% increase was offered. Councillor Hopkins stated it was an insufficient increase for all the work undertaken. Councillor M Shepherd asked numerous times for a suggested figure as the report submitted did not show income and expenditure by the SGC therefore it was difficult to determine a suitable increase. Councillor C Shepherd advised she had attended the last SGC meeting and Mr Southgate had agreed to circulate the accounts she had, to date, not received a copy and therefore was unable to evaluate projected income and expenditure to assist with the setting of the 2021 grant allocation for the SGC. After much discussion Councillor Anderson proposed a £500.00 increase. **It was resolved to approve the proposal.**

2000- Sports Ground Committee – *Increase to £6000.00*

The Church had requested an annual increase of £150.00 to assist with grass cutting costs (4.2%). **It was resolved approve the increase.**

2005- Churchyard- *Increase to £3750.00*

It was resolved for all other budget lines to remain the same.

615 Correspondence.

None received.

616 Items for inclusion on the next Finance and Administration Committee agenda.

None.

617 Items for website.

None

618 Date and time of next meeting.

Monday 14th December 2020 at 7.00 to be held virtually.

Action Points

Cllr M Shepherd

- **Email disclaimer slip.**

Clerk

- **To contact the NS&I helpdesk and arrange signatory changes.**
- **To contact CCS regarding the recycling of used toner cartridges.**
- **To contact Barclays bank regarding Councillor Andersons online banking access.**
- **To arrange meeting with solicitor regarding SG lease.**