



Goostrey Parish Council

FINANCE COMMITTEE MEETING

MINUTES of the MEETING on TUESDAY 7th JANUARY 2020, at 7.15pm in the

VILLAGE HALL, LOUNGE

Present: Cllrs Morgan (PM)(Chairman), Sulej (JS) (Vice Chairman), Morris (KM) and Rathbone (TR)

In Attendance: S Jones, Clerk to the Council

1. **Declaration of Interests** - There were no declarations of interest.
2. **Apologies for absence** - There were no apologies for absence.
3. **To review and approve the Financial position vs. budget for 3rd Quarter 2019/20**

Resolved: *The Finance Committee resolved to accept the position vs budget report for the 3rd Quarter 2019/20 (see report attached).*

4. **To review and approve the Unaudited Accounts for 3rd Quarter 2019/20**

Resolved: *The Finance Committee resolved to accept the Unaudited Accounts for the 3rd Quarter 2019/20 (see report attached).*

5. **Internal Audit 2019/20 – Plan for Selection of Internal Auditor**

Resolved: *The Finance Committee resolved to recommend to the Parish Council that the internal auditor be changed every 3 years.*

As Bennett Brookes has been used for the last two years this will be their final year as Internal Auditor.

Action: *Clerk to ask for a quote from Bennett Brookes to carry out the internal Audit for the year ended 31st March 2020.*

6. **Terms of Reference for the Finance Committee** – PM proposed draft terms of reference for the Finance Committee. The document was updated with the members comments and the revised version is attached.

Resolved: *The Finance Committee resolved to recommend the Parish Council adopts the revised terms of reference.*

Action: Clerk to update Financial Regulations with any procedural changes highlighted in the Terms of Reference.

7. Risk Register review – KM – To consider the implications of the Auditors Report from Middlewich Town Council.

KM led the review of the Risk Register paying attention to the issues raised in the Auditors Report from Middlewich Town Council. **Action:** KM to update the Risk Register (updated version attached).

- a) To consider using NatWest Bankline for Authorisation of Online Payments - **Resolved:** *The Finance Committee resolved to recommend the Parish Council signs up for Bankline at a cost of £20 per month plus transaction fees in order to ensure bank transactions are input by the Clerk/RFO and authorised by a Councillor.*

Action: Clerk to update procedures for the creation of the Monthly Payment Schedule to ensure that a councillor checks the amounts on the Payment Schedule against the invoices/receipts for the month.

Action: Clerk to update Financial Regulations with any procedural changes for the preparation of the Payment Schedule.

- b) To consider increasing the number of Members in the Finance Committee – **Resolved:** *The Finance Committee resolved to increase the number of members to 6 (see Terms of Reference for the Finance Committee attached).*

8. To recommend the Purchase of tablets for Councillors use.

The Clerk reported that one tablet was required for Cllr Roberts. **Resolved:** *The Finance Committee resolved to recommend to the Parish Council that one Samsung Galaxy Tab A be purchased for Cllr Roberts at a cost of £159.00 including VAT.*

9. Minor Items and items for the next agenda - Cllr Rathbone asked if a Parish Council Debit Card should be requested for use by the Clerk for authorised purchases, where payment cannot be made direct from the bank account. The Committee agreed to raise this at the next Parish Council Meeting.

10. Next meeting 7th April 2020.

11. Close meeting – The meeting closed at 21:00

GOOSTREY PARISH COUNCIL Budget vs Actuals Quarter 3 2019-20

| SUMMARY | Actual Q3 2018/19 | Actual Q3 2019/20 | Budget 2019/20 | % Budget |
|---------------------------|------------------------------|------------------------------|---------------------------|-----------------|
| Total Income | £57,593.51 | £59,150.24 | £64,823.00 | 88.85% |
| Projected Spend | £32,720.71 | £44,821.72 | £64,823.00 | 50.48% |
| Excess over budget | £24,872.80 | £14,328.52 | £0.00 | |

| RECEIPTS | Actual Q3 2018/19 | Actual Q3 2019/20 | Budget 2019/20 | % Budget |
|---------------------------------|------------------------------|------------------------------|---------------------------|-----------------|
| 4405 Precept Payment | £44,012.00 | £44,012.00 | £44,012.00 | 100.00% |
| Village Hall Lettings | £12,513.34 | £13,582.10 | £19,000.00 | 65.86% |
| 4006 Performing Rights Recharge | £108.11 | £137.55 | £261.00 | 41.42% |
| 4450 Bank interest | £260.06 | £716.55 | £800.00 | 32.51% |
| 4407 Lunch Ticket Sales | £700.00 | £693.00 | £750.00 | 93.33% |
| 4475 Exceptional income | £0.00 | £0.00 | £0.00 | 0.00% |
| Pay Phone | £0.00 | £9.04 | | |
| TOTAL RECEIPTS | £57,593.51 | £59,150.24 | £64,823.00 | 88.85% |

| PAYMENTS | Actual Q3 2018/19 | Actual Q3 2019/20 | Budget 2019/20 | % Budget |
|---------------------------|------------------------------|------------------------------|---------------------------|-----------------|
| 3003 VAT payment/(refund) | £1,031.82 | | | |
| 3005 PAYE account | £0.00 | | | |

| Parish Council | Actual Q3 2018/19 | Actual Q3 2019/20 | Budget 2019/20 | % Budget |
|--|------------------------------|------------------------------|---------------------------|-----------------|
| Administration | | | | |
| 7601 Audit and accountancy | £750.00 | £760.00 | £1,000.00 | 76.00% |
| 7901 Bank Charge | £25.00 | £25.00 | £25.00 | 100.00% |
| 7510 Computer | £0.00 | £364.50 | £400.00 | 91.13% |
| 7502 Telephone & Broadband | £292.81 | £279.18 | £450.00 | 62.04% |
| 7602 Website | £499.00 | £300.00 | £350.00 | 85.71% |
| 7504 Office supplies/printing/postage | £1,230.85 | £715.38 | £1,500.00 | 47.69% |
| 8204 Insurance | £3.74 | £0.00 | £1,200.00 | 0.00% |
| 7603 Legal & Professional Fees | £0.00 | £40.00 | £500.00 | 8.00% |
| 7605 Subscriptions | £915.48 | £882.00 | £1,000.00 | 88.20% |
| 7050 Councillors Expenses & General Expenses | £0.00 | £0.00 | £300.00 | 0.00% |
| 7512 Accounting system | £1,080.00 | £0.00 | £500.00 | 0.00% |
| 7550 Parish Magazine | £250.00 | £250.00 | £250.00 | 100.00% |
| 7580 General | £54.00 | £75.95 | £500.00 | 15.19% |
| TOTAL Administration | £5,100.88 | £3,692.01 | £7,975.00 | 46.29% |
| Donations/Grants | | | | |
| 7401 Goosfest | £500.00 | | | 0.00% |
| 7402 Roseday | £800.00 | | | 0.00% |
| 7403 FOGS | £0.00 | | | 0.00% |
| 7404 Goostrey Archive | £0.00 | | | 0.00% |
| 7405 Guides/Scouts | £400.00 | | | 0.00% |
| 7406 Homewatch | £0.00 | | | 0.00% |
| 7407 Friends of BB Lane PF | £0.00 | | | 0.00% |
| 7408 Other donations | £232.50 | £2,257.00 | | 0.00% |
| TOTAL Donations | £1,932.50 | £2,257.00 | £5,000.00 | 45.14% |
| Salary & Expenses | | | | |
| 7018 Clerk's Expenses | £0.00 | £0.00 | £100.00 | 0.00% |
| 7000 Clerks Salary (£12.39 per hour) | £6,951.03 | £9,042.73 | £9,000.00 | 100.47% |
| 7006 Employers NIC for Clerk | £996.81 | £523.84 | £800.00 | 65.48% |
| 7015 Training | £25.00 | £220.00 | £2,000.00 | 11.00% |
| TOTAL Salary & Expenses | £7,972.84 | £9,786.57 | £11,900.00 | 82.24% |
| TOTAL PARISH COUNCIL | £15,006.22 | £15,735.58 | £24,875.00 | 63.26% |

| Amenities | Actual Q3 2018/19 | Actual Q3 2019/20 | Budget 2019/20 | % Budget |
|--|------------------------------|------------------------------|---------------------------|-----------------|
| Maintenance - Village | | | | |
| 5000 Village maintenance - Grass Cutting | £467.22 | £1,210.88 | £2,000.00 | 60.54% |
| 5010 Noticeboards & Benches Repairs | £293.31 | £1,003.74 | £1,727.00 | 58.12% |
| 5001 Graveyard Maintenance | £1,966.56 | £1,808.26 | £3,000.00 | 60.28% |
| 5003 Rose Day Stand | £0.00 | £0.00 | £250.00 | 0.00% |
| TOTAL Maintenance - Village | £2,727.09 | £4,022.88 | £6,977.00 | 57.66% |
| Parish Projects | | | | |
| 5760 Speedwatch | £5.95 | £200.00 | £1,400.00 | 14.29% |
| 5750 Senior Citizens' Lunch | £1,645.62 | £1,675.48 | £1,750.00 | 95.74% |
| 6202 Christmas Lights (BB & St Lukes) | £550.00 | £550.00 | £700.00 | 78.57% |
| 6203 Planters/plants | £540.00 | £588.48 | £560.00 | 105.09% |
| TOTAL Parish Projects | £2,741.57 | £3,013.96 | £4,410.00 | 68.34% |
| TOTAL Amenities | £5,468.66 | £7,036.84 | £11,387.00 | 48.03% |
| Village Hall | | | | |
| Village Hall | Actual Q3 2018/19 | Actual Q3 2019/20 | Budget 2019/20 | % Budget |
| VH Expenses | | | | |
| 5004 VH Improvements | £422.00 | £280.88 | £1,500.00 | 18.73% |
| 5005 VH Recharge | £0.00 | £0.00 | £13,000.00 | 0.00% |
| 5006 VH Performing Rights | £230.60 | 191.12 | £261.00 | 73.23% |
| 5008 VH General Maintenance | £861.02 | £872.01 | £3,200.00 | 27.25% |
| 5007 VH School Kitchen Hire fee | £0.00 | £44.00 | £100.00 | 44.00% |
| TOTAL VH Expenses | £1,513.62 | £1,388.01 | £18,061.00 | 7.69% |
| VH Salary & Expenses | | | | |
| 7001 VH Supervisor Salary | £6,560.42 | £3,808.48 | £5,500.00 | 69.25% |
| 7010 Staff Expenses | £58.57 | £137.59 | £300.00 | 45.86% |
| 7012 Caretaker Services Pay | £870.04 | £1,037.81 | £0.00 | 0.00% |
| 7005 VH Clerk Salary (£12.39 per hr) | £1,302.52 | £982.94 | £1,500.00 | 65.53% |
| 7002 VH Cleaner Salary (at £8.70per hr) | £1,940.66 | £1,694.47 | £3,200.00 | 52.95% |
| TOTAL VH Salary & Expenses | £10,732.21 | £7,661.29 | £10,500.00 | 72.96% |
| TOTAL Village Hall | £12,245.83 | £9,049.30 | £28,561.00 | 42.88% |

| Spend from Reserves | Actual Q3 2019/20 | Budget 2019/20 | |
|---------------------------------|------------------------------|---------------------------|----------------|
| Hall & Lounge Lighting projects | £0.00 | £4,700.00 | 0.00% |
| New Windows For VH | £3,073.88 | £3,750.00 | 81.97% |
| Election Fee | £0.00 | £7,000.00 | 0.00% |
| 9502 VH Recharge for 2018/19 | £10,585.87 | £13,000.00 | 81.43% |
| 9501 VH Capital Projects | £9,086.11 | £9,086.11 | 100.00% |
| Bar Servery | £0.00 | £15,000.00 | 0.00% |
| TOTAL Village Hall | £22,745.86 | £47,836.11 | |



Goostrey Parish Council
Unaudited Accounts
1st April 2019 to 31st December 2019

RECEIPTS

| | |
|---------------------------|------------|
| Adjustment | £0.00 |
| Precept Payment | £44,012.00 |
| V. Hall Lettings incl VAT | £13,582.10 |
| Bank Interest | £716.55 |
| Lunch Ticket Sales | £693.00 |
| Pay Phone | £9.04 |
| Performing Rights | £137.55 |

£59,150.24

PAYMENTS

| | |
|--------------|------------|
| PAYE Control | £0.00 |
| VAT Control | -£1,031.82 |

| | |
|------------------------------------|-----------|
| Administration | £2,932.01 |
| Audit | £760.00 |
| Donations/Sponsorship | £2,807.00 |
| Maintenance - around Village | £4,022.88 |
| Miscellaneous Items | £0.00 |
| Parish Projects | £3,013.96 |
| Salary & Expenses - Parish Council | £9,786.50 |
| V.Hall expenses | £1,388.01 |
| V.Hall Salary & Expenses | £7,661.29 |

£31,339.83

Excess of Receipts over Payments **£27,810.41**

| | |
|----------------------------------|--------------------|
| Balance at 01/04/18 | £157,395.78 |
| Excess of Receipts over Payments | plus £27,810.41 |
| Less spend from General Reserves | less £10,585.87 |
| Less spend from Capital Reserves | less £12,159.90 |
| Balance of accounts at 31/03/19 | £162,460.42 |

| | |
|---|--------------------|
| General Reserves (incl Current Account) | £101,593.07 |
| Capital Reserves | £60,867.35 |
| Total Reserves | £162,460.42 |

| | |
|------------------------------------|--------------------|
| Represented by | |
| Current Account | £14,917.33 |
| Deposit Account (General Reserves) | £30,114.75 |
| Santander Account | £76,677.23 |
| Skipton Building Soc | £40,751.11 |
| | £162,460.42 |



FINANCE COMMITTEE

Terms of Reference

1. These Terms of Reference should be read in conjunction with Goostrey Parish Council's Standing Orders and Financial Regulations.
2. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council in May each year. A Chairman shall serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
3. The Committee will consist of a minimum of six Councillors. A quorum of three members is required for each meeting. It will meet at least four times a year, with additional meetings as required. It will report to the Full Council Meeting following each of its meetings.
4. The purpose of the Committee is to:
 - a) Monitor and update the Financial Regulations and Standing Orders (as regards financial matters) and ensure that they are observed by the Council.
 - b) Monitor the financial administration of the Council.
 - c) Provide advice and guidance to the Chairs of other Committees of the Council and to the Full Council on all aspects of financial management.
 - d) In consultation with the Chair of the Council and the Parish Clerk/RFO, co-ordinate the detailed budget of the Council and recommend to the full Council the annual budget and the annual precept to be levied.
 - e) On a quarterly basis the Chair of the Finance Committee is to report to the full Council on the progress of actual expenditure compared to the budget. The RFO circulate the annual bank reconciliation to all members.
 - f) To ensure that the RFO prepares the accounts of the Council and arranges their internal and external audits.
 - g) Monitor the administration and review of day to day financial matters including internal audit of the Council's income and expenditure.
 - h) Conduct an annual review of the effectiveness of the internal audit.
 - i) Conduct an annual review of the council's insurance policies and monitor the procedure for risk assessment of all of the Council's activities.
 - j) To receive advice from the RFO on all aspects of finance and financial regulations, including the investment of both operating and capital balances and any transfer into and out of the capital fund (such transfers to be subject to agreement by the full Council).
 - k) To make recommendations to the full Council, with regards to the transfer of funds from and to a particular operating budget.
 - l) Consider quarterly applications to the Council's grant budget and periodically review the procedure for making grants.
 - m) In conjunction with Full Council, consider requests for donations.
 - n) Ensure that appropriate records are maintained of all assets and that the assets are adequately controlled maintained and insured.
5. The Committee will communicate with parishioners by submitting news and information for inclusion in the Parish Council Newsletter, the Parish Magazine, the Parish Council Notice Boards and on the website <https://goostrey.info>.
6. These Terms of Reference will be reviewed annually.

APPROVAL

28th January 2020

REVIEW DUE

March 2021