



# Goostrey Parish Council

## FINANCE COMMITTEE MEETING VIDEO CONFERENCE

MINUTES of the MEETING on TUESDAY 7TH APRIL 2020, at 7.00pm

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

**In Attendance:** S Jones, Clerk to the Council and 1 member of the public

- 1. Declaration of Interests** - There were no interests declared.
- 2. Apologies for absence** - Apologies for unavoidable absence were received from Cllrs Lord and O'Donoghue.
- 3. Minutes of meeting of 7<sup>th</sup> January 2020 - Resolved:** *The minutes of the meeting on 7<sup>th</sup> January 2020 were accepted as a true record of the meeting.*
- 4. Financial position vs. budget for the year ended 31<sup>st</sup> March 2020 – see appendix**

The Clerk provided a report highlighting significant over or underspend. Overall, the budget had been underspent by £10,408.98.

TR asked for the overspend in Amenities Planting for the Bee Friendly planting to be reallocated to the Maintenance & Bench Repairs budget.

### Actions:

- Clerk to reallocate the costs and produce and updated report for the Parish Council Meeting on 28<sup>th</sup> April 2020.
- Once current Government Restrictions on Social Distancing have been removed to allow the Village Hall to open, we should look at promoting our Grant Funding Policy to assist organisations that have suffered financially from COVID 19 and would otherwise not be able to hire the Village Hall.
- In the current financial year, a budget of £1,500.00 should be added to the VH Budget for Caretaker Services Pay. This is currently not in the budget.

**Resolved:** *The Finance Committee resolved to accept the Financial Position vs Budget Report for the year ended 31<sup>st</sup> March 2020, with the agreed amendments.*

- 5. Draft Unaudited Accounts for the year ended 31<sup>st</sup> March 2020 – see appendix**

The accounts balanced with an adjustment of £19.60.

The Clerk highlighted that the final adjustment may differ subject to the advice of the internal Auditor.

**Action:** Clerk to redraft these accounts following the adjustments in item 4.

**Resolved:** *The Finance Committee resolved to accept the Unaudited Accounts for the year ended 31<sup>st</sup> March 2020, with the agreed amendments.*

**6. Reserves – Review the Current Capital and General Reserves – see appendix**

The breakdown of the reserves at 31<sup>st</sup> March 2020 can be viewed in the appendix.

KM and TR commented that the financial reports and list of reserves presentation was very useful.

**7. Arrangements for Internal Audit - To confirm and start and completion date for the Internal Audit.**

The Clerk advised that the deadline for the submission of the AGAR had moved from 30<sup>th</sup> June to 31<sup>st</sup> August, however, as the Internal Auditor was still willing to carry out the audit there seemed to be no reason to delay. **Action:** Clerk to agree a timescale in May for the audit to take place.

**8. Asset Register – see appendix**

The Clerk presented the Asset Register for the year ended 31<sup>st</sup> March 2020 and indicated that all items except those highlighted in green were also on the insurance schedule. It was agreed that the definition of an asset needed to be confirmed and that all items should be reviewed for their inclusion on the insurance schedule dependent on their replacement value. This should be revised before the insurance is due on 1<sup>st</sup> April 2021.

**Actions:**

- i. Clerk to bring a proposal for revising the asset register to the next Finance Committee Meeting. This should include clarification of what an asset is.
- ii. PM and TR to start physically checking the assets once Government Restrictions are listed.
- iii. Clerk to check with Came and Company, if 3<sup>rd</sup> party public liability insurance for items owned by the Parish Council is dependent on the item being on the asset register or are assets on the insurance schedule for replacement insurance only.

**9. Risk Assessment**

To consider if there are any changes to the Risks listed and if any change in the management of the risks should be made.

KM suggested that Section 5, number 11 which reads “Clerk taken ill or leaves without replacement”, with the mitigation of “1) Working procedures to be documented and given to Staff Committee 2) CHALC or SLCC to be used for hiring a temporary clerk”, is currently on ‘amber’, and that in his opinion it should be raised to ‘red’.

**Actions:**

- i. Members of the Finance Committee to review the list of essential Clerks tasks. The Clerk will then draw up a list of instructions related to those tasks and make this available on the icloud drive. The password document needs to be reviewed and then the new version including the access information for the icloud drive to be given to all councillors.
- ii. Clerk to collect office key and give it with a door key fob to PM.

## 10. Natwest Bankline to consider roles, and to nominate authorisers.

The Bankline roles were agreed for a period of 3 months (see appendix). Two additional authorisers are required. KM volunteered to be one of the new payment authorisers. Ongoing changes to the roles, or how the system is used must be authorised by the Finance Committee and the Council as a whole. The system can be accessed by the internal auditor to check that there are no infringements.

### Actions:

- i. Clerk to update roles to specify Clerk and Chairman of Finance.
- ii. Clerk to request a device and card for KM.
- iii. Clerk to set up the roles, frequent payees etc and PM to authorise.

## 11. Review Pre Paid Card Arrangements

Currently transaction fees are around £4.50 a month. This may increase with the near future with costs for Zoom and icloud storage.

**Resolved:** *The Finance Committee agreed to continue with the per transaction fee of £1.50, and review quarterly.*

## 12. Standing Orders & Financial Regulations - To consider if there are any changes required to the Standing Orders & Financial Regulations.

### • Financial Regulations

- 4.5 the figure of £500 was reviewed and felt to be adequate.
- 5.0 needs to be reviewed in the light of the use of Bankline **Action:** Clerk & PM
- 8.4 the Committee did not feel that the Council needed an investment strategy and policy.

### • Standing Orders

- Terms of Reference for the Finance Committee needs to be referenced
- Media/Communications Policy – work was started but needs to be resumed.  
**Action:** Clerk & KM
- Add reference to the Co-option Policy/Procedure
- Is Data Protection covered? – we have all the relevant documentation and memberships in place.
- Clerk to check the policy regarding recordings of PC meetings and deletion of the recordings and update the minutes section of Standing Orders accordingly.

**Action:** Clerk to make corrections to any typographic errors in both documents.

## 13. Minor Items and Items for the Next Agenda

- Review of Bankline System
- Risk Register – Emergency Procedure Review

## 14. Next meeting – 7<sup>th</sup> July 2020

## 15. Close meeting at 8.31pm.

**Finance Meeting 7th April 2020**

**APPENDIX**

## 4. Financial position vs. budget for the year ended 31st March 2020

**GOOSTREY PARISH COUNCIL Budget vs Actuals Quarter 4 2019-20**

<b>SUMMARY</b>	<b>Actual Q4 2018/19</b>	<b>Actual Q4 2019/20</b>	<b>Budget 2019/20</b>	<b>% Budget</b>
Total Income	£64,660.30	£64,591.79	£64,823.00	<b>99.75%</b>
Projected Spend	£49,453.76	£41,182.81	£64,823.00	<b>76.29%</b>
<b>Excess over budget</b>	<b>£15,206.54</b>	<b>£23,408.98 *</b>	<b>£0.00</b>	

\*includes £13,000 for Recharge 2019/20 to be moved to reserves to be paid in 2020/21

<b>RECEIPTS</b>	<b>Actual Q4 2018/19</b>	<b>Actual Q4 2019/20</b>	<b>Budget 2019/20</b>	<b>% Budget</b>
Adjustment		-£19.60		
4405 Precept Payment	£44,012.00	£44,012.00	£44,012.00	<b>100.00%</b>
Village Hall Lettings	£17,964.00	£18,568.51	£19,000.00	<b>97.73%</b>
4006 Performing Rights Recharge	£281.54	£157.67	£261.00	<b>60.41%</b>
4450 Bank interest	£1,173.75	£1,171.17	£800.00	<b>146.40%</b>
4407 Lunch Ticket Sales	£700.00	£693.00	£750.00	<b>92.40%</b>
4475 Exceptional income	£528.00	£0.00	£0.00	<b>0.00%</b>
Pay Phone	£1.01	£9.04	£0.00	<b>0.00%</b>
<b>TOTAL RECEIPTS</b>	<b>£64,660.30</b>	<b>£64,591.79</b>	<b>£64,823.00</b>	<b>99.75%</b>

<b>PAYMENTS</b>	<b>Actual Q4 2018/19</b>	<b>Actual Q4 2019/20</b>	<b>Budget 2019/20</b>	<b>% Budget</b>
3003 VAT payment/(refund)	-£778.98			
3005 PAYE account	-£36.40			

<b>Parish Council</b>	<b>Actual Q4 2018/19</b>	<b>Actual Q4 2019/20</b>	<b>Budget 2019/20</b>	<b>% Budget</b>
<b>Administration</b>				
7601 Audit and accountancy	£750.00	£760.00	£1,000.00	<b>76.00%</b>
7901 Bank Charge	£25.00	£32.50	£25.00	<b>130.00%</b>
7510 Computer	£24.44	£669.91	£400.00	<b>167.48%</b>
7502 Telephone & Broadband	£380.84	£369.80	£450.00	<b>82.18%</b>
7602 Website	£499.00	£300.00	£350.00	<b>85.71%</b>
7504 Office supplies/printing/postage	£1,657.65	£1,129.55	£1,500.00	<b>75.30%</b>
8204 Insurance	£1,314.87	£618.52	£1,200.00	<b>51.54%</b>
7603 Legal & Professional Fees	£0.00	£40.00	£500.00	<b>8.00%</b>
7605 Subscriptions	£1,051.48	£1,067.00	£1,000.00	<b>106.70%</b>
7050 Councillors Expenses & General Expenses	£0.00	£0.00	£300.00	<b>0.00%</b>
7512 Accounting system	£1,274.00	£224.00	£500.00	<b>44.80%</b>
7550 Parish Magazine	£250.00	£250.00	£250.00	<b>100.00%</b>
7580 General	£349.99	£75.95	£500.00	<b>15.19%</b>
<b>TOTAL Administration</b>	<b>£7,577.27</b>	<b>£5,537.23</b>	<b>£7,975.00</b>	<b>69.43%</b>

Transaction Charges on Caxton FX Card  
Additional Tablet PC purchased for DR

Increase in fees for SLCC and Chalco

<b>Donations/Grants</b>				
7401 Goosfest	£500.00			0.00%
7402 Roseday	£800.00			0.00%
7403 FOGS	£1,000.00			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	£437.32	£2,377.00		0.00%
<b>TOTAL Donations</b>	<b>£3,137.32</b>	<b>£2,377.00</b>	<b>£5,000.00</b>	<b>47.54%</b>
<b>Salary &amp; Expenses</b>				
7018 Clerk's Expenses	£0.00	£0.00	£100.00	0.00%
7000 Clerks Salary (£12.39 per hour)	£9,801.15	£11,642.77	£9,000.00	129.36%
7006 Employers NIC for Clerk	£1,317.71	£665.65	£800.00	83.21%
7015 Training	£170.00	£220.00	£2,000.00	11.00%
<b>TOTAL Salary &amp; Expenses</b>	<b>£11,288.86</b>	<b>£12,528.42</b>	<b>£11,900.00</b>	<b>105.28%</b>
<b>TOTAL PARISH COUNCIL</b>	<b>£22,003.45</b>	<b>£20,442.65</b>	<b>£24,875.00</b>	<b>82.18%</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	
<b>Amenities</b>	<b>Q4 2018/19</b>	<b>Q4 2019/20</b>	<b>2019/20</b>	<b>% Budget</b>
<b>Maintenance - Village</b>				
5000 Village maintenance - Grass Cutting	£870.08	£1,444.24	£2,000.00	72.21%
5010 Noticeboards & Benches Repairs	£1,658.31	£1,379.80	£1,727.00	79.90%
5001 Graveyard Maintenance	£3,324.84	£2,708.22	£3,000.00	90.27%
5003 Rose Day Stand	£15.00	£0.00	£250.00	0.00%
<b>TOTAL Maintenance - Village</b>	<b>£5,868.23</b>	<b>£5,532.26</b>	<b>£6,977.00</b>	<b>79.29%</b>
<b>Parish Projects</b>				
5760 Speedwatch	£205.95	£400.00	£1,400.00	28.57%
5750 Senior Citizens' Lunch	£1,664.22	£1,675.48	£1,750.00	95.74%
6202 Christmas Lights (BB & St Lukes)	£594.16	£585.38	£700.00	83.63%
6203 Planters/plants	£750.00	£548.48	£560.00	97.94%
<b>TOTAL Parish Projects</b>	<b>£3,214.33</b>	<b>£3,209.34</b>	<b>£4,410.00</b>	<b>72.77%</b>
<b>TOTAL Amenities</b>	<b>£9,082.56</b>	<b>£8,741.60</b>	<b>£11,387.00</b>	<b>79.76%</b>

Projects and increase in workload. Review Clerks Hours

Very few councillors taking training

Church Bank project work incomplete due to COVID 19

<b>Village Hall</b>	<b>Actual Q4 2018/19</b>	<b>Actual Q4 2019/20</b>	<b>Budget 2019/20</b>	<b>% Budget</b>
<b>VH Expenses</b>				
5004 VH Improvements	£2,601.70	£594.01	£1,500.00	<b>39.60%</b>
5005 VH Recharge	£0.00	£0.00	£13,000.00	<b>0.00%</b>
5006 VH Performing Rights	£230.60	191.12	£261.00	<b>73.23%</b>
5008 VH General Maintenance	£1,355.40	£1,290.67	£3,200.00	<b>40.33%</b>
5007 VH School Kitchen Hire fee	£44.00	£0.00 *	£100.00	<b>0.00%</b>
<b>TOTAL VH Expenses</b>	<b>£4,231.70</b>	<b>£2,075.80</b>	<b>£18,061.00</b>	<b>11.49%</b>
*£44 including in Recharge Payments				
<b>VH Salary &amp; Expenses</b>				
7001 VH Supervisor Salary	£8,597.60	£5,445.08	£5,500.00	<b>99.00%</b>
7010 Staff Expenses	£71.89	£149.21	£300.00	<b>49.74%</b>
7012 Caretaker Services Pay	£1,112.84	£1,403.09	£0.00	<b>0.00%</b>
7005 VH Clerk Salary (£12.39 per hr)	£1,842.45	£1,354.64	£1,500.00	<b>90.31%</b>
7002 VH Cleaner Salary (at £8.70per hr)	£2,511.27	£2,386.12	£3,200.00	<b>74.57%</b>
<b>TOTAL VH Salary &amp; Expenses</b>	<b>£14,136.05</b>	<b>£10,738.14</b>	<b>£10,500.00</b>	<b>102.27%</b>
<b>TOTAL Village Hall</b>	<b>£18,367.75</b>	<b>£12,813.94</b>	<b>£28,561.00</b>	<b>64.31%</b>

Move to reserves to pay Recharge for 2019/20 in 2020/21

Lower cost booking system software selected  
Remove this item into the Recharge

Under budget includes March Salary & Holiday Pay

Add a budget of £1500 to 2020/21 budget

Over budget due to no budget for Caretaker services  
(based on income)

<b>Spend from Reserves</b>	<b>Actual Q4 2019/20</b>	<b>Budget 2019/20</b>	
Hall & Lounge Lighting projects	£0.00	£3,000.00	<b>0.00%</b>
New Windows For VH	£3,073.88	£3,750.00	<b>81.97%</b>
Election Fee	£0.00	£7,000.00	<b>0.00%</b>
9502 VH Recharge for 2018/19	£10,840.96	£13,000.00	<b>83.39%</b>
9501 VH Capital Projects	£9,086.11	£9,086.11	<b>100.00%</b>
Bar Servery	£0.00	£15,000.00	<b>0.00%</b>
<b>TOTAL Village Hall</b>	<b>£23,000.95</b>	<b>£47,836.11</b>	

Incl grounds maint' & kitchen hire paid to CE £255.00

## 5. Draft Unaudited Accounts for the year ended 31st March 2020



**Goostrey Parish Council**  
**Unaudited Accounts**  
**1st April 2019 to 31st March 2020**

**RECEIPTS**

Adjustment	-£19.60
Precept Payment	£44,012.00
V. Hall Lettings incl VAT	£18,568.51
Bank Interest	£1,171.17
Lunch Ticket Sales	£693.00
Pay Phone	£9.04
Performing Rights	£157.67

---

£64,591.79

**PAYMENTS**

PAYE Control	-£36.40
VAT Control	-£778.98

Administration	£4,777.23
Audit	£760.00
Donations/Sponsorship	£2,377.00
Maintenance - around Village	£5,532.26
Miscellaneous Items	£0.00
Parish Projects	£3,209.34
Salary & Expenses - Parish Council	£12,528.42
V.Hall expenses	£2,075.80
V.Hall Salary & Expenses	£10,738.14

---

**£41,182.81**

Excess of Receipts over Payments **£23,408.98**

---

Balance at 01/04/19	£157,395.78
Excess of Receipts over Payments	plus £23,408.98
Less spend from General Reserves	less £10,840.96
Less spend from Capital Reserves	less £12,159.99
Balance of accounts at 31/03/20	<b>£157,803.81</b>

General Reserves (incl Current Account)	£96,936.55
Capital Reserves	£60,867.26
Total Reserves	<b>£157,803.81</b>

Represented by	
Current Account	£9,454.11
Deposit Account (General Reserves)	£30,373.42
Santander Account	£76,830.26
Skipton Building Soc	£40,751.11
Caxton FX Prep Paid Card Credit	£394.91
	<b>£157,803.81</b>



## 6. Reserves – Review the Current Capital and General Reserves

Capital Reserves	£'000
Capital Reserve as at 31/03/20	£60,867.26
Committed Expenditure- Bar Servery	£15,000.00
Committed Expenditure - VH Lighting Projects	£4,700.00
Committed Expenditure - Bowling Hut	£10,000.00
Proposed Budget - Office Windows	£4,000.00
Proposed Budget- Loft Extension/Stairs	£4,800.00
Proposed Budget - Bench	£850.00
Proposed Budget- Planters	£5,000.00
<u>Remaining Capital Reserve</u>	<u>£16,517.26</u>
General Reserves	
General Reserve as at 31/03/20	£96,936.55 *
Committed Expenditure - Recharge 2019/20	£2,767.01
Committed Reserves - Election Fee	£7,000.00
Committed Reservers - one years precept recommended reserve	£44,012.00
Proposed Budget item - Hall Floor Refurb	£2,000.00
Proposed Budget - Recharge 2020/21	£13,000.00
Proposed Budget - SDU purchase	£3,000.00
<u>Remaining General Reserve</u>	<u>£25,157.54</u>
*including Capital FX funds of £394.91	
Total Funds at 31/03/20	
Remainder of budget for 2019/20	£0.00
Capital Reserves	£60,867.26
General Reserves	<u>£96,936.55</u>
TOTAL	<u>£157,803.81</u>

## 8. Asset Register

Goostrey Parish Council Asset Register at 31st March 2020				
Description	Location	Purchase Price	Replacement Cost	Date Purchased
Planter	Bank View	£262.00	£400.00	June, 2002
Notice Board	Bank View	£1,656.00	£1,800.00	March, 2017
Churchill Oak Monument	Bogbean	£150.00	£250.00	March, 2015
Metal Village Sign	Bogbean		£2,000.00	Unknown
Seat	Bogbean	£130.00	£650.00	June, 2001
Seat	Bogbean		£650.00	Unknown
Planter	Booth Bed Lane	£113.00	£400.00	June, 2001
Picnic Tables	Booth Bed Play Area	£1,244.00	£1,260.00	February, 2008
Seats (2)	Boothbed Crescent	£280.00	£1,300.00	July, 2002
Seat	Boothbed Lane Junction		£650.00	Unknown
10 Oak Bollards	Church Bank Corner	£435.00	£800.00	January, 2011
Seat	Church Bank Corner		£650.00	Unknown
Planter	Front of Precint Shops	£113.00	£400.00	June, 2001
Planter	Kettle Store	£113.00	£400.00	June, 2001
Planter	Kettle Store	£113.00	£400.00	June, 2001
Highway Mirror	Main Road opp. Manor Ave	£27.00	£30.00	May, 2017
Seat	Main Road/Bank View	£504.00	£650.00	January, 2007
SDU	Opposite the Crown	£3,500.00	£3,000.00	
Planter	Old Paddock corner	£113.00	£400.00	June, 2001
Desk & Chair	Parish Office	£350.00	£500.00	March, 2002
Defibrilator	Phone Box		£1,254.00	April, 2013
SID Device	Portable	£4,680.00	£3,000.00	November, 2009
SID Devices	Portable	£8,792.00	£3,000.00	November, 2008
SID Device	New Platt Lane	£3,505.00	£3,000.00	May, 2017
Speed Guns x 2	Portable	£188.00	£300.00	2018
Seat	Sandy Lane	£325.00	£650.00	June, 2009
Seat	Shearbrook Bank		£650.00	Unknown
10 Card Tables	Village Hall	£1,000.00	£1,000.00	Unknown
40 chairs (lounge)	Village Hall	£2,040.00	£2,000.00	March, 2015
Baby Changing Unit	Village Hall	£216.00	£400.00	January, 2009
Blinds	Village Hall	£1,080.00	£2,000.00	May, 2010
Brother MFC-J6270 DW	Village Hall	£189.00	£200.00	Sept, 2014
Carpet	Village Hall	£1,349.79	£2,500.00	Sept, 2005
Curtains	Village Hall	£1,644.80	£2,500.00	March, 2013
Cutlery	Village Hall	£345.33	£500.00	February, 2010
Defibrilator	Village Hall		£1,254.00	April, 2013
Display Boards	Village Hall	£288.00	£350.00	June, 2013
Dyson Vacuum Cleaner	Village Hall	£156.51	£350.00	October, 2009
Microphones	Village Hall	£150.00	£800.00	Unknown
Numatic floor Cleaner	Village Hall	£821.56	£1,400.00	April, 2015
Portrait of Queen	Village Hall	£161.50	£500.00	October, 2007
Sound System	Village Hall	£980.00	£800.00	July, 2005
Stage Backdrop Curtains	Village Hall	£981.54	£1,500.00	February, 2007
Stage Curtains	Village Hall		£2,000.00	Unknown
Stage Lighting	Village Hall	£189.80	£500.00	GIFT Dec, 2012
Water Heater	Village Hall	£750.00	£850.00	December, 2009
Hearing Loop	Village Hall Lounge	£620.00	£750.00	
I mac Computer	Village Parish Office	£899.00	£1,200.00	July, 2016
SID Posts	Village Roads	£1,522.70	£2,000.00	May, 2008
6 ring range cooker - Hood	Village Hall Lounge Kitchen	£2,721.60	£2,721.60	September, 2017
Bain Marie	Village Hall Lounge Kitchen	£549.60	£549.60	September, 2017
Dishwasher	Village Hall Lounge Kitchen	£2,376.00	£2,376.00	September, 2017
Refrigerator	Village Hall Lounge Kitchen	£652.80	£652.80	September, 2017
Village Hall Sign & Light	Village Hall	£635.64	£635.64	March, 2019
Village Signs (6)	Village locations	£5,314.40	£5,314.40	February, 2019
Laptop & Bag	Village Hall	£349.99	£349.99	January, 2019
CCTV & Door Entry System	Village Hall	£4,370.40	£4,370.40	January, 2019
Archive Cabinets & Furniture	Village Hall	£1,701.26	£1,701.26	July, 2018
Filing Cabinets	Parish Office	£487.00	£487.00	March, 2019
Notice Boards (3)	Village locations	£1,638.00	£1,638.00	March, 2019
Go Pak Tables x 22 with trollies	Village Hall	£2,400.00	£2,400.00	July, 2019
En One Chairs x 150 with trollies	Village Hall	£5,735.00	£5,735.00	July, 2019
Stage Lighting system	Village Hall	£6,500.00	£6,500.00	July, 2019
Road Sign Church Bank	Church Bank Corner	£165.00	£165.00	October, 2019
Fido Dog Bin	Booth Bed Lane	£109.00	£109.00	July, 2019
Fido Dog Bin and post	Church Bank Corner	£190.00	£190.00	January, 2020
<b>Total Value</b>		<b>£41,978.53</b>	<b>£53,798.00</b>	
Asset depreciation ceased in 2011				
			*	Included in Village

## 9. Risk Assessment

To consider the risks to the Parish Council during a National Emergency

- Question – Does the Council need to Function during a National Emergency
- If so how does it function in the event of
  - Loss of Clerk
  - Loss of All Councillors
  - Loss of Clerk and Councillors
- Village Hall Building Security

### Loss of the Clerk (at any time)

If the clerk is unable to carry out their duties for whatever reason for more than one week (other than being on planned leave) what are the key activities which need to be carried out in order to ensure the Council continues to function:

- Communication- E-Mail, Post, Notice Boards, Website and Social Media
- Meetings – Agenda, Meeting notices, Meeting papers, attendance at meeting, Minutes, actions arising from meetings
- Finance – Payments, invoicing for VH lettings, year end, AGAR, banking

## 10. Natwest Bankline to consider roles, and to nominate authorisers

### Bankline Roles

#### Administrators

Chair of Finance Committee - Administrators

Clerk/RFO – Administrators

Changes to the system made by one administrator must be approved by the other.

Changes to the system once the initial set up is complete must be authorised by the Finance Committee prior to the changes being made.

#### Payments

Chair of Finance Committee - Payments

Clerk/RFO – Payments

Payments input by either of the above must be authorised by someone other than either of the above. Additionally, if the amount to be paid is over £2,000, a 2<sup>nd</sup> authoriser will be required to sign off the payment.

Having two people authorised to make payments should ensure that payments can be made if either party is unavailable.

**Authorising Payments**

Chair of Finance Committee – Authoriser

Chairman of Parish Council - Authoriser

+ 1 or 2 other councillors to be nominated.

The Clerk will ask a Councillor who is a nominated Authoriser to authorise payments in line with the payment schedule approved at the Parish Council Meeting.

**General**

All roles will be added to the Financial Regulations and reviewed annually or more frequently if required.