



Goostrey Parish Council

FINANCE COMMITTEE VIDEO CONFERENCE

AGENDA for the MEETING on TUESDAY 7th JULY 2020, at 7.30pm
via VIDEO CONFERENCE

1. Declaration of Interests
2. Apologies for absence.
3. Minutes of meeting of 7th April 2020
4. Financial position vs. budget for the 1st Quarter 2020/21 – copies circulated
5. Draft Unaudited Accounts for the 1st Quarter 2020/21 – copies circulated
6. Reserves – Review the Current Capital and General Reserves
7. Transfer of Funds from Reserves to Current Account: To consider transferring £10,000 from the NS&I Account to the current account.
8. Budget Review – To review the effect of the COVID-19 pandemic on the budget and plan budget timetable for 2021/22.
9. Internal Audit Report - To review the report.
10. Natwest Bankline - To review first quarter use of Bankline.
11. Standing Orders & Financial Regulations - To consider the changes required for the use of Bankline (circulated.)
12. Minor Items and Items for the Next Agenda
13. Next meeting – 6th October 2020
14. Close meeting

Click the link below to join the Zoom Meeting

<https://us02web.zoom.us/j/86398603516?pwd=dXZSNmlhTytXUHF4VUdTZ25ORmRGZz09>

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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 7th January 2020 - Resolved:** *The minutes of the meeting on 7th January 2020 were accepted as a true record of the meeting.*
4. **Financial position vs. budget for the year ended 31st 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:

- i. Clerk to reallocate the costs and produce an updated report for the Parish Council Meeting on 28th April 2020.
- ii. 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.
- iii. 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 31st March 2020, with the agreed amendments.*

5. **Draft Unaudited Accounts for the year ended 31st 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 31st March 2020, with the agreed amendments.*

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

The breakdown of the reserves at 31st 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 30th June to 31st 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 31st 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 1st 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 3rd 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 – 7th July 2020

15. Close meeting at 8.31pm.

GOOSTREY PARISH COUNCIL Budget vs Actuals Quarter 1 2020-21

| SUMMARY | Actual Q1 2019/20 | Actual Q1 2020/21 | Budget 2020/21 | % Budget |
|---------------------------|------------------------------|------------------------------|---------------------------|-----------------|
| Total Income | £30,312.07 | £23,705.74 | £65,787.00 | 46.08% |
| Projected Spend | £9,013.10 | £10,772.67 | £55,457.00 | 16.25% |
| Excess over budget | £21,298.97 | £12,933.07 * | £10,330.00 | |

*includes £13,000 for Recharge 2020/21 to be moved to reserves to be paid in 2021/22

| RECEIPTS | Actual Q1 2019/20 | Actual Q1 2020/21 | Budget 2020/21 | % Budget |
|---------------------------------|------------------------------|------------------------------|---------------------------|-----------------|
| Adjustment | | | | |
| 4405 Precept Payment | £22,006.00 | £22,006.00 | £44,012.00 | 50.00% |
| Village Hall Lettings | £8,275.24 | £1,529.42 | £20,000.00 | 7.65% |
| 4006 Performing Rights Recharge | £30.83 | £15.30 | £225.00 | 6.80% |
| 4450 Bank interest | £0.00 | £155.02 | £800.00 | 19.38% |
| 4407 Lunch Ticket Sales | £0.00 | £0.00 | £750.00 | 0.00% |
| 4475 Exceptional income | £0.00 | £0.00 | £0.00 | 0.00% |
| TOTAL RECEIPTS | £30,312.07 | £23,705.74 | £65,787.00 | 46.08% |

| PAYMENTS | | | | |
|-------------------|-----------|--|--|--|
| 3003 VAT payment | £3,638.68 | | | |
| 3005 PAYE account | £39.20 | | | |

| Parish Council | Actual Q1 2019/20 | Actual Q1 2020/21 | Budget 2020/21 | % Budget |
|--|------------------------------|------------------------------|---------------------------|-----------------|
| Administration | | | | |
| 7601 Audit and accountancy | £100.98 | £0.00 | £800.00 | 0.00% |
| 7901 Bank Charge | £0.00 | £0.00 | £25.00 | 0.00% |
| 7510 Computer | £95.85 | £48.63 | £300.00 | 16.21% |
| 7502 Telephone & Broadband | £0.00 | £87.72 | £450.00 | 19.49% |
| 7602 Website | £84.00 | £0.00 | £375.00 | 0.00% |
| 7504 Office supplies/printing/postage | £725.00 | £80.00 | £1,000.00 | 8.00% |
| 8204 Insurance | £0.00 | £0.00 | £900.00 | 0.00% |
| 7603 Legal & Professional Fees | £0.00 | £0.00 | £1,250.00 | 0.00% |
| 7605 Subscriptions | £250.00 | £675.00 | £1,000.00 | 67.50% |
| 7050 Councillors Expenses & General Expenses | £0.00 | £0.00 | £100.00 | 0.00% |
| 7512 Accounting system | £0.00 | £0.00 | £312.00 | 0.00% |
| 7550 Parish Magazine | £250.00 | £250.00 | £280.00 | 89.29% |
| 7580 General | £0.00 | £0.00 | £200.00 | 0.00% |
| TOTAL Administration | £1,505.83 | £1,141.35 | £6,992.00 | 16.32% |
| Donations/Grants | | | | |
| 7408 s137 - Donations & Grants | £0.00 | £1,010.00 | £5,000.00 | 0.00% |
| TOTAL Donations | £0.00 | £1,010.00 | £5,000.00 | 20.20% |
| Salary & Expenses | | | | |
| 7018 Clerk's Expenses | £0.00 | £0.00 | £100.00 | 0.00% |
| 7000 Clerks Salary (£12.39 per hour) | £2,811.07 | £2,837.76 | £1,350.00 | 210.20% |
| 7006 Employers NIC for Clerk | £161.07 | £144.50 | £1,000.00 | 14.45% |
| 7015 Training | £105.00 | £120.00 | £500.00 | 24.00% |
| TOTAL Salary & Expenses | £3,077.14 | £3,102.26 | £2,950.00 | 105.16% |
| TOTAL PARISH COUNCIL | £4,582.97 | £5,253.61 | £14,942.00 | 35.16% |

| Amenities | Actual Q1 2019/20 | Actual Q1 2020/21 | Budget 2020/21 | % Budget |
|--|------------------------------|------------------------------|---------------------------|-----------------|
| Maintenance - Village | | | | |
| 5000 Village maintenance - Grass Cutting | £175.02 | £467.52 | £2,065.00 | 22.64% |
| 5010 Noticeboards & Benches Repairs | £0.00 | £0.00 | £850.00 | 0.00% |
| 5001 Graveyard Maintenance | £737.46 | £674.97 | £3,000.00 | 22.50% |
| 5003 Rose Day Stand & Toilets | £0.00 | £0.00 | £750.00 | 0.00% |
| VE Day 75th Anniversary Event | - | £0.00 | £500.00 | 0.00% |
| TOTAL Maintenance - Village | £912.48 | £1,142.49 | £7,165.00 | 15.95% |
| Parish Projects | | | | |
| 5760 Speedwatch | £0.00 | £0.00 | £800.00 | 0.00% |
| 5750 Senior Citizens' Lunch | £0.00 | £0.00 | £1,900.00 | 0.00% |
| 6202 Christmas Lights (BB & St Lukes) | £0.00 | £0.00 | £750.00 | 0.00% |
| 6203 Planters/plants | £368.48 | £0.00 | £1,000.00 | 0.00% |
| TOTAL Parish Projects | £368.48 | £0.00 | £4,450.00 | 0.00% |
| TOTAL Amenities | £1,280.96 | £1,142.49 | £11,615.00 | 11.03% |
| Village Hall | | | | |
| Village Hall | Actual Q1 2019/20 | Actual Q1 2020/21 | Budget 2020/21 | % Budget |
| VH Expenses | | | | |
| 5004 VH Improvements | £139.39 | £28.00 | £1,500.00 | 1.87% |
| 5005 VH Recharge | £0.00 | £0.00 | £13,000.00 | 0.00% |
| 5006 VH Performing Rights | £0.00 | £0.00 | £225.00 | 0.00% |
| 5008 VH General Maintenance | £214.12 | £268.32 | £1,500.00 | 17.89% |
| 5007 VH School Kitchen Hire fee | £44.00 | £0.00 | £125.00 | 0.00% |
| Entertainment Budget | - | £0.00 | £500.00 | 0.00% |
| TOTAL VH Expenses | £397.51 | £296.32 | £16,850.00 | 1.76% |
| VH Salary & Expenses | | | | |
| 7001 VH Supervisor Salary | £824.40 | £95.05 | £6,000.00 | 1.58% |
| 7010 Staff Expenses | £115.84 | £9.96 | £200.00 | 4.98% |
| 7012 Caretaker Services Pay | £748.87 | £0.00 | £1,500.00 | 0.00% |
| 7005 VH Clerk Salary (£12.39 per hr) | £496.12 | £297.36 | £1,218.00 | 24.41% |
| 7002 VH Cleaner Salary (at £10.00 hr) | £566.43 | £0.00 | £3,132.00 | 0.00% |
| TOTAL VH Salary & Expenses | £2,751.66 | £402.37 | £12,050.00 | 3.34% |
| TOTAL Village Hall | £3,149.17 | £698.69 | £28,900.00 | 10.90% |

| Spend from Reserves | Actual Q1 2020/21 | Budget 2020/21 | |
|---------------------------------|------------------------------|---------------------------|--------|
| Hall & Lounge Lighting projects | £2,568.00 | £3,000.00 | 85.60% |
| Election Fee | £0.00 | £7,000.00 | 0.00% |
| 9502 VH Recharge for 2019/20 | £0.00 | £13,000.00 | 0.00% |
| 9501 VH Capital Projects | £2,020.59 | - | 0.00% |
| Bar Served | £12,065.00 | £15,000.00 | 80.43% |
| TOTAL Village Hall | £16,653.59 | £35,000.00 | |



Goostrey Parish Council
Unaudited Accounts
1st April 2020 to 30th June 2020

RECEIPTS

| | |
|---------------------------|------------|
| Adjustment | £0.00 |
| Precept Payment | £22,006.00 |
| V. Hall Lettings incl VAT | £1,529.42 |
| Bank Interest | £155.02 |
| Lunch Ticket Sales | £0.00 |
| Pay Phone | £0.00 |
| Performing Rights | £15.30 |

£23,705.74

PAYMENTS

| | |
|--------------|-----------|
| PAYE Control | £39.20 |
| VAT Control | £3,638.68 |

| | |
|------------------------------------|-----------|
| Administration | £1,141.35 |
| Audit | £0.00 |
| Donations/Sponsorship | £1,010.00 |
| Maintenance - around Village | £1,142.49 |
| Miscellaneous Items | £0.00 |
| Parish Projects | £0.00 |
| Salary & Expenses - Parish Council | £3,102.26 |
| V.Hall expenses | £296.32 |
| V.Hall Salary & Expenses | £402.37 |

£10,772.67

Excess of Receipts over Payments **£12,933.07**

| | |
|----------------------------------|--------------------|
| Balance at 01/04/20 | £157,803.81 |
| Excess of Receipts over Payments | plus £12,933.07 |
| Less spend from General Reserves | less £0.00 |
| Less spend from Capital Reserves | less £16,653.59 |
| Balance of accounts at 30/06/20 | £154,083.29 |

| | |
|---|--------------------|
| General Reserves (incl Current Account) | £109,869.62 |
| Capital Reserves | £44,213.67 |
| Total Reserves | £154,083.29 |

| | |
|------------------------------------|--------------------|
| Represented by | |
| Current Account | £5,699.99 |
| Deposit Account (General Reserves) | £30,373.42 |
| Santander Account | £76,985.28 |
| Skipton Building Soc | £40,751.11 |
| Caxton FX Prep Paid Card Credit | £273.49 |
| | £154,083.29 |