



Goostrey Parish Council

FINANCE COMMITTEE MEETING

AGENDA for the MEETING on TUESDAY 6th APRIL 2021, at 7.30pm
Via Video Conferencing

1. Declaration of Interests
2. Apologies for absence.
3. Minutes of meeting of 19th January and 29th March 2021
4. Actions from the Meeting of 17th November 2020
 - i. Emergency procedure – Clerk to complete the procedure by mid-November and circulate the finished document to the members of the Committee and arrangements for the testing of the documentation will then be made. Clerk also to ask Natwest if . **(see Item 11)**
 - ii. Clerk to purchase COVID supplies ie sanitizer dispensers, hand sanitizer, PPE before the end of 2020. **Completed.**
 - iii. Clerk to ask the Staff Committee should decide who will carry out the review and when it should take place, ensuring it was in line with social distancing guidelines - **Not completed due to lockdown.**
 - iv. The assets requiring remedial work are the responsibility of the Amenities Committee and the works and any forward planning for replacement of assets will be reviewed at the Amenities Meeting on 3rd February 2021. Clerk to add item to Amenities Agenda. **Completed.**
 - v. New Finance System - Clerk to obtain comments from existing users of Scribe Accounts and to produce the report before the Parish Council Meeting in February 2021. The report should be circulated to the Finance Committee in advance of the February meeting. **Comments received, report in pack.**
 - vi. Clerk to circulate the Parish Council Insurance renewal documentation when it arrives for consideration. **Completed.**
 - vii. Clerk to assess products for malware protection and report back to the committee, with recommendations for implementation. **Completed:** Further to the report back fo the Fiance Committee, the free version of Malwarebytes supplied by Natwest bank is now installed on the PC iMac, Laptop and the Lenovo Desktop for the VH Door system. ESET licences have been cancelled.
 - viii. Village Hall Recharge - Clerk to request the promised recharge reports from the School Business Manager. **Partially completed:** All invoices for the recharge for 2019/20 have

been received. However, we are still awaiting the reports for 2020/21. Delivery of these reports is not anticipated until after 19th April 2021.

- 5. Financial position vs. budget for the year ended 31st March 2021** – copies circulated
- 6. Draft Unaudited Accounts for the year ended 31st March 2021** – copies circulated
- 7. Reserves** – To review the Capital and General Reserves at 31st March 2021
- 8. Arrangements for Internal and External Audit for the year 2020/21**
 - i. To select an internal auditor (see quotes from qualified persons in pack)
 - ii. Set timetable for Internal Audit (see report in pack)
 - iii. Set timetable for signature of AGAR form by Council (see report in pack)
- 9. Asset Register** To review the Asset Register
- 10. 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.
- 11. Emergency Procedures** – To consider adopting the Emergency Procedures (see report in Pack)
- 12. Finance System** - To consider a proposal to change to a specialised Parish Council Finance System (see report in pack).
- 13. Standing Orders & Financial Regulations** - To consider if there are any changes required to the Standing Orders & Financial Regulations
- 14. Minor Items and Items for the Next Agenda**
- 15. Next meeting – 6th July 2021**
- 16. Close meeting.**

Zoom Meeting Link:

<https://us02web.zoom.us/j/89163116696?pwd=cit4cEtnRjNUNnpYeVBiS0dqQ0gwQT09>

Meeting ID: 891 6311 6696

Passcode: 182764

Dial in numbers

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