

PARISH COUNCIL OF NEWLANDS

MINUTES OF THE SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 6 MAY 2021 VIA A ZOOM TELECONFERENCE COMMENCING AT 7.15 pm

<u>Members:</u>	Cllr F Tingle (Chair)	(P)	Cllr O Barneveld	(P)
	Cllr A Berry	(P)	Cllr A Carden	(P)
	Cllr D Crichton	(P)	Cllr A Kirby	
	Cllr J Parry	(P)	Cllr L Price	(P)
	Cllr M Read			

Also present was Karen Seear, Clerk to the Council.

- 005/22F Apologies:** Apologies were received from Cllr A Kirby.
- 006/22F Declarations of Interest:** There were no declarations of interest made.
- 007/22F Minutes of the previous meeting:** The minutes from the Finance Committee Meeting dated 22 April 2021 and the minutes of the special Finance Committee Meeting dated 4 April 2021 were received **it was unanimously RESOLVED that both sets of minutes of the Finance Committee meeting be accepted as an accurate record and will be duly signed by the Chair.**
- 008/22F Public participation:** There was one member of the public present, she had no comments to make at this meeting. **NOTED.**
- 009/22F Correspondence:**
- Zurich Insurance a quote for renewal had previously been circulated. **It was unanimously RESOLVED to accept the schedule and premium and the Clerk was authorised to pay the insurance premium for 2021/22.**
- 010/22F Finance:**
- Orders for payment **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 01) should be APPROVED in the sum of £ 1,439.31 including VAT and that receipts of £17,135.00 are noted. Further payments of £1,421.38 (including VAT) made since the last orders of payment were RATIFIED.**
 - Bank Statements: The April bank statements had been previously circulated. The statements were reviewed and the balances as at 30 April 2021 were agreed. The statements will be signed by the Chairman at a later date. **NOTED.**
 - Accounts: The accounts to 30 April 2021 had been previously circulated. **NOTED.**
 - Payment to previous clerk: The previous clerk, Tony Daniells continues to carry out work on behalf of the Council. It was recommended that he be paid his previous hourly rate for the work he is doing. **It was unanimously RESOLVED that Mr. Tony Daniells should be paid this work and to approve this at the next Full Council meeting.**
- 011/22F Account review:**
- Review of the 2020/21 Statement of Account. The draft Accounts to 30 March 2021 were presented. These showed an income of £33,084.00 and a spend of £13,701.00. **It was unanimously RESOLVED that this represented an accurate statement of account.**
 - Annual Governance and Accountability Return (AGAR): The timetable for completion of this was noted. Outstanding items will be completed at the next Finance and Personnel meeting. **NOTED.**
 - Internal Audit: The clerk will liaise with the internal auditor and agree a suitable time for her to complete the internal audit. **NOTED.**
 - Internal Audit: **It was unanimously AGREED to release the Statement of Accounts for 2020/21 and supporting papers to the Internal Auditor.**

- e) 2020/21 Surplus: It had previously been determined to hold different reserve accounts, these are:

A general reserve

A community asset reserve

An open space reserve

As part of the budget it had been agreed that the surplus would be split between the general reserve and the community asset reserve. £30,500 would be held in the community asset reserve and the remainder in the general reserve. An election reserve was also spoken about, this would cover costs if the council was to require to hold an election. Cllr D Crichton suggested that the clerk obtain a figure from democratic services for a recommendation of the required sum. There will be an election in 2 years' time, and there could be a possible reserve for any casual vacancies. **It was unanimously RESOLVED to allocate the stated funds to the reserves.**

- f) Audit report & Risk Assessment: A report had been previously circulated. **It was unanimously RESOLVED to accept the report as circulated.**

- g) Asset Register: The asset register had previously been circulated. Showing no change in assets of £6332 over the past Financial year. Cllr A Carden noted that the lease for the community building is missing. There was a query whether this should be included as an asset. Cllr A Carden suggested that it be noted on the asset register as an interest in real property, which does not have any real value attached to it. It was then decided that the asset register was a true representation of all tangible assets. Cllr D Crichton mentioned that depreciation of assets should be considered. A column could be added to the asset register in the future. **The content of the asset register was agreed and unanimously ACCEPTED.**

012/22F Financial Regulations: Cllr A Carden wished to note that during the last year the Council made changes to the financial regulations to bring them in-line with NALC guidelines. With these changes they are fully inline with what is required. **It was unanimously AGREED that the Council's financial regulations are accurate and remain current.**

The meeting closed at 7.32pm. The next Finance Committee meeting will be held on Thursday 17th June 2021.