



TAKELEY PARISH COUNCIL

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FINANCE MEETING HELD VIA ZOOM

(Members of the public are invited to get in touch via e-mail should they wish to attend via zoom)

Meeting held on Thursday 16th July 2020

At 11:00 am

Present: Cllr Geoff Bagnall
Cllr Richard Cheetham
Cllr Carol Pratt
Cllr Patricia Barber
Cllr Sue Sprules.
Clerk/RFO – Julia Peachey
Assistant Clerk – Julia Potter

1) Updated first Quarter Figures were circulated via Zoom and in hard copy.

It was noted by Cllr Sprules that the monthly figures sent out in the monthly packs i.e. before end of a month did not notate all the transactions. The Clerk highlighted this was the case – as invoices were received at various times in the month, ie after packs are sent out. The figures sent out for the meeting were confirmed as most up to date version. Known direct debits will also be listed before circulation ongoing as requested by Cllr Sprules.

The procedural requirement for council meetings is to record cheques over certain levels that would require full council endorsement.
(Two councillors to authorize cheques to ensure day to day bills are paid in between meetings) in presence of the RFO.

Cheques over a specific level or out of the normal schedule of payments are required to be e-mailed by RFO to other councillors when known.

All councillors are welcome to see a revised lists of transactions at the office at anytime as invoices come in.

Cllr Richard Cheetham highlighted quarterly paperwork was correct in accounting terms in that all items were listed in the relevant month, as the Clerk/RFO had laid out. It was acknowledged that reconciliations for Takeley are currently occurring quarterly – if a monthly reconciliation to occur these will need to be scheduled after month end or after full council meetings to take in the full month's transactions. It was acknowledged that the Internal Auditor had previously mentioned that an accounting package would be helpful for reconciliations. Cllr R Cheetham held a view that a double entry system could be practical. Geoff Bagnall to discuss benefits with internal auditor.

2) **Budget vs Actual**

It was noted that the budget vs actual sheets specifically contained items that were precepted

The variances – referred to Jane Heskey's pension which would be paid out of reserves of £6220.00

The Old School House – payment of £8,131.50 was also paid out of the current account in first quarter.

Internal Transfer

The Old School Vat for the build received in the current account in May 2020 was noted as £17,271.55. This therefore leaves a residual of Old School monies of £9,140.05 still in the current account which finance members confirmed could be transferred back into The Old School Account.
(Vat received £17,271.55 - £8,131.50 builders payment made = £9,140.05).

It was noted the Clerk/RFO had set up a new line in the budget vs actual sheet for Old School Facilities. This will be reviewed at precept time.

3) **To Agree Frequency of Window Wash**

It was confirmed by councillors that the window wash should resume on a quarterly basis and this would be separated from the village maintenance budget, it had historically been held under.

4) **Takeley Recycling Facilities**

Jules Potter obtained a quote of £70.00 per hour for a weekend waste skip and will seek further clarification on a manned/lorry skip.

5) **Financial Funding Following Play-Safety Report**

Councillors agreed that they would fund the 2 high risk items identified in the Rospa/Playsafety reports and general maintenance in the Sportsfield and Recreation ground. (RFO contacted Cllr Dom Roque after the meeting due to bad signal) to update the work has been endorsed and Matt Jarratt will be asked to go ahead. Further programme of works for the two areas will be advised ongoing.

6) **Donation Towards Planters at The Old School**

Jackie Cheetham and Richard Cheetham offered to contribute £150 toward new planters at The Old School – a costing of £330 for them to be made up has been obtained and circulated.

The meeting concluded at 12:45pm