



TAKELEY PARISH COUNCIL

Finance Committee

**Minutes of the Finance Committee Meeting Held on Tuesday, 24th May 2022 at 10.00am
at The Old School Community Centre**

Members: Cllrs Geoff Bagnall, Pat Burnett, Sue Sprules, Carol Pratt, Phil Bodsworth and Jim Backus.

In attendance: Jackie Deane (Locum Clerk) and Jane Heskey

Item	
1.	Election of the Chairman for the Civil Year 2022/23 Cllr Bagnall was nominated by Cllr Backus, seconded by Cllr Sprules and duly elected.
2.	Election of the Vice Chairman for the Civil Year 2022/23 Cllr Sprules was nominated by Cllr Bagnall, seconded by Cllr Backus and duly elected.
3.	Apologies for Absence Apologies were received and accepted from Cllr Bodsworth.
4.	Minutes of the Last Meeting The minutes of the meeting held on 12th April 2022 were agreed as a true record of the meeting.
5.	Items to be agreed for the End of Year Accounts and AGAR RECOMMENDATIONS for the June Full Council meeting. a. Actuals v Budgets for the full year 2021/22 to be ratified – previously appended to April FC minutes (appendix 1) b. Revised Budgets for 22/23 with reserved funds to be ratified – previously appended to FC minutes (appendix 1) c. Standing Orders & Financial Regulations adoption to be ratified - these were noted on April FC minutes d. Regular payments schedule (Contracts & Affiliations) to be ratified – these will be appended to the Full Council agenda. <u>Note:</u> All these items need a separate minute at the full council meeting and 'to be approved/adopted by TPC following a recommendation by the Finance Committee' as advised in the letter from the internal auditor.
6.	Grants Expenditure A query was raised over noting the Jubilee Grant of £1,000 and associated expenditure. This was previously reported in the May Full Council minutes.



TAKELEY PARISH COUNCIL

Finance Committee

7.	<p>Realtas Finance and Accounting Software</p> <p>The software is for a single user however Jane Heskey, Jane Bridgeman and Jackie Deane have arranged to receive training on 15th June. Members of the committee would wish to join the online training if that were possible.</p>
8.	<p>Revised Asset Register</p> <p>The revised Asset Register includes contents of the Old School House for insurance purposes.</p> <p><u>Action:</u> This needs to be approved by Full Council.</p> <p><u>Action:</u> Clerk to write to Prior's Green Hall management committee to request that an annual report is presented to the parish council as the custodian trustee.</p>
9.	<p>Insurance Renewal</p> <p>Three quotes were summarised for consideration at the meeting. The renewal insurance quote for the current insurer is significantly higher than the current cover.</p> <p>RECOMMENDATION to Full Council: To accept the quote from BHIB for a 3-year fixed agreement at a cost of £2122.38 for the first year. (Proposed by Cllr Pratt, seconded by Cllr Sprules, all agreed).</p> <p>Action: Clerk to email the spreadsheet of the breakdown comparison for queries from members to be addressed ahead of the Full Council meeting.</p>
10.	<p>Risk Management 2021/22</p> <p>RESOLVED to recommend approval of the document on 1st June.</p>
11.	<p>Internal Audit Report</p> <p>RESOLVED to recommend approval of the internal audit report for 2021/22 from Mr Mike Letch.</p>
12.	<p>End of Year Bank Reconciliation</p> <p>RESOLVED to recommend approval of the bank reconciliation to 31/3/2022.</p>
13.	<p>Annual Governance Statement 2021/22</p> <p>RESOLVED to recommend approval of the Annual Governance Statement 2021/22 and for it to be signed by the Clerk and the Chair at the Full Council meeting.</p>
14.	<p>Annual Accounting Statement 2021/22</p> <p>RESOLVED to recommend approval of the Accounting Statement 2021-22 (AGAR Section 2 in conjunction with the variance report for other receipts, staff costs, where the locum clerk cost is in a separate budget line, and other</p>



TAKELEY PARISH COUNCIL

Finance Committee

	payments explanations.
15.	Variance Report 2021/22 RESOLVED to recommend approval of the Variance Report 2021/22.
16.	Dates for Exercising Electors Rights RECOMMENDATION for dates to be set and advertised, for electors to view the accounts. (Recommendations for items 10-16 were proposed by Cllr Backus and seconded by Cllr Burnett, all agreed.)
17.	Date of the Next Meeting The 2022/23 Q1 Review committee meeting will be held on Tuesday, 19th July at 10am in the Old School House.

With no further business, the meeting closed at 11.52am.

Signed by the Chairman

Date