



FINANCE COMMITTEE MEETING

Minutes of the Meeting
Held on Tuesday, 11th April 2023 at 10am
In the Old School Community Centre

PRESENT: Cllrs Geoff Bagnall (Chairman), Sue Sprules (Vice Chairman), Jim Backus, Pat Burnett and Phill Bodsworth.

IN ATTENDANCE: Jackie Deane (Clerk & RFO).

Year-end Review

The Chairman re-ordered the agenda for expediency and explained that he would need to leave the meeting early due to other commitments. The Chairman agreed to include an item to discuss the Castle Water supply to the Sports Field as an urgent matter. The numbering below reflects the order items were discussed at the meeting. There were no apologies for absence or declarations of interest.

1. Arrangements with the Internal Auditor

An appointment has been made for the Clerk to meet with the appointed internal auditor, Mr Michael Letch on Friday, 21st April at 9am-1pm. Cllr Sprules agreed to attend.

2. Transition to Rialtas

A quote has been received for Rialtas to upload annual data and for an appointment to start the new system in June.

It was **RESOLVED** to recommend to Full Council to approve payment to the sum of £535 + VAT for consultancy to upload annual data and training to commence data inputting on the new Rialtas accounting system in June (proposed by Cllr Bagnall and seconded by Cllr Burnett).

It was noted that Rialtas require the following information:

- AGAR for the closing year
- Copies of all bank statements to 31/03/2023
- List of Earmarked Reserves



TAKELEY PARISH COUNCIL

- List of Debtors, Creditors, Accruals, Prepayments and Receipts in advance (if working in income and expenditure)

Action: Members requested that the Clerk enquire with Mr Letch for a quote to provide additional Rialtas training.

3. External Audit Arrangements

Correspondence from PKF Littlejohn was noted, with a final submission of documents by 3rd July 2023. It was agreed that the next Finance Committee meeting should be held on Tuesday, 6th June at 10am, to finalise the AGAR preparation, ahead of agreement at the 7th June Full Council meeting.

Action: The Clerk was asked to set a review of the annual schedule of maintenance and contract payments for the next committee meeting.

4. Review of Actuals v Budgets 2022/23

Members reviewed all line items, underspends and overspends. There is a shortfall in the budget allocation for the LGPS and it was agreed that the budget should be increased to cover the new 3-year agreement for LGPS employer contributions.

5. Sports Field Water

This matter was placed on the agenda as an urgent matter. It was noted that no budget has been set for the sports field water supply as the supply has been disconnected due to a historic dispute with Castle Water. Members discussed the history of the potential leak and how the dispute had been managed by members and the former clerk.

It was **RESOLVED** to stop accruing charges for non-payment and for the Clerk to contact Castle Water to discuss settling the outstanding balance on the account.

It was **RESOLVED TO RECOMMEND** to Full Council that the Parish Council should pay the balance on account and seek to establish reconnection or a water new supply (Proposed by Cllr Bodsworth and seconded by Cllr Backus.

Action: Cllr Backus agreed to make enquiries into the procedure of setting up a new water supply for the Sports Field.



6. Review of budgets for 2023/24

- a) Following the review of 2022/23 actuals v budgets, it was **RESOLVED TO RECOMMEND** to Full Council an increase in the LGPS budget to £10,600 and to note that the staff costs overall underspend at year-end should be used for this purpose, rather than the underspend being shown in General Reserves.
- b) The annual approval of salary scales was **DEFERRED** to the next meeting.
- c) The annual approval of the regular payments schedule (Contracts and Affiliations) was **DEFERRED** to the next meeting.

Councillor Bagnall left the meeting at 11.15am.

7. Annual Risk Assessment

It was agreed that the draft risk assessment should be circulated to members for consideration and the annual review was **DEFERRED** to the next meeting.

8. To Review Monthly Reporting to Full Council

The Clerk reported on matters raised at recent finance training, including matters of best practise.

It was **RESOLVED** to resume monthly reporting a list of payments for approval at Full Council meetings prior to making payments on items that are not otherwise agreed on an annual basis.

It was **RESOLVED** to report salaries as a total sum, as 'Personnel – staffing costs'.

9. Date of the Next Meeting

The next meeting will be held on Tuesday, 6th June 2022 at 10am in the Old School. The Q1 budget review meeting (budget v actuals) is scheduled for Tuesday, 11th July at 10am.

Being no further business, the meeting closed at 11.43am.

Signed by the Chairman

Date