

Great Chart with Singleton Parish Council

Founded in December 1894

Minutes of the Meeting of the Finance Committee held remotely starting at 5.30pm on Wednesday 31 March 2021

Present: Cllrs Darvill (Chair), Tate, McClintock, P Barker & Wiffen
Aniko Szocs (The Clerk)

Meeting started at 5.30 pm

1. Apologies

None

2. Declarations of Interest

2.1. Disclosable Pecuniary Interest – None

2.2. Other Significant Interests – None

2.3. Other Interests – None

3. Minutes of the Previous Meeting

The Minutes of the meeting held on 24 February 2021 were duly approved as a true record.

Proposed: Cllr P Barker	Seconded: Cllr Tate	Vote for: 5
Vote against: 0	Vote abstain: 0	Motion: Carried

4. Expenditure and Income 2020-21 and Year End Preparation

The committee reviewed the Income and Expenditure and Annual Budget reports. This is the first year the council must report on the Income and Expenditure base and include accruals, creditors, and debtors in the reports. The committee reviewed the budget lines and raised several questions regarding some of the journals that have been made to align the records to meet the reporting criteria. These included the Cuckoo Park 10 year fund, which shows a substantial overspent. The committee would like to seek clarification on the report before being confident enough to make virements. The Clerk to find out more information and arrange a training session if needed for the committee.

5. Merchant Accounts

The committee agreed to open an account with VJ Technology and Screwfix to purchase equipment and other tools needed by the parish stewards.

Proposed: Cllr Wiffen	Seconded: Cllr P Barker	Vote for: 5
Vote against: 0	Vote abstain: 0	Motion: Carried

6. Internal audit and the current reporting system

The committee reviewed the internal audit conducted by Cllrs McClintock and Wiffen. The audit covered the whole year, and records from each month were selected to be audited. Minor issues were found, and suggestions made to make the auditing process easier. Cllr Darvill thanked Cllrs McClintock and Wiffen for their work.

The committee also discussed the current system of reporting payments. It was suggested that invoices could be shared prior to meeting, however, due to GDPR requirement all details would have to be redacted which could prove to be time consuming.

7. Date and Venue of next meeting

The next scheduled meeting of the Finance Meeting will be held remotely on **Wednesday, 12th May 2021** starting at 5.30 pm

The meeting closed at 19.00 pm

Signed by:

Chairman

Date: