

Great Chart with Singleton Parish Council

Founded in December 1894

Minutes of the Finance Committee starting at 5.00pm on Friday 18th March 2022 at Singleton Village Hall

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

Meeting started at 5.00 pm

1. Apologies

Cllrs McClintock

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 17th January 2022 were duly approved as a true record.

Proposed: Cllr Wiffen	Seconded: Cllr P Barker	Vote for: 4
Vote against: 0	Vote abstain: 0	Motion: Carried

4. Financial Year 2021-2021

The committee reviewed the income and expenditure to date. The committee has asked for a detailed report showing all allocated funds and ear marked reserves. The committee has also asked to increase the Contingency fund to cover three months of running cost, including staff salaries.

The negative figure in the 'Income' budget line has been rectified and transferred into SEC budget line so it does not show as negative. At the end of the year virement will be made to even up the budget.

5. Audit

Two members of the committee carried out an audit and inspected all the invoices and bank statements up to January 2022. 10 invoices was selected from each month and inspected. As a result the members made the following recommendations:

- Ensure all payments are backed up by an invoice in order to reclaim VAT
- A copy of the van insurance payment schedule should be included in each month
- All payments listed as 'information only' for the full council should be listed separately with a date when the payment was actually made

6. Date and Venue of next meeting

The next scheduled meeting of the Finance Meeting will start at 4.00pm a date will be on Friday, 8th April 2022

The meeting closed at 18.30 pm

Signed by:

Chairman

Date:

