



FINANCE AND ADMINISTRATION COMMITTEE

Minutes of the meeting held remotely by Zoom video conferencing on 23rd June 2020 from 7.30pm – 8pm

This report to be submitted to Full Council on 7th July 2020 with full assurance.

Present: Cllrs C Hainsworth, L McShane, A Bouvie, M Ramage and Clerk S Grant

1. APOLOGIES: None

2. APPOINTMENT OF CHAIR AND VICE CHAIR

Councillor C Hainsworth was unanimously elected to remain as Chair and A Bouvie was unanimously elected as Vice Chair.

3. NOTES OF PREVIOUS MEETING (19TH NOVEMBER 2019)

Approved and submitted to Parish Council 3rd December 2019

4. TO ANNUALLY REVIEW THE FINANCIAL REGULATIONS (FIRST MEETING AFTER APPOINTMENT OF COMMITTEE)

Councillor Hainsworth explained that the first F&A meeting of the year had been delayed from April 2020 due to the COVID-19 pandemic. She then gave a short explanation of the Terms of Reference which provide scrutiny and operational support to the Clerk. The Financial Regulations had been ratified at the May 2020 Council Meeting.

5. RECONCILIATION OF Q4 ACCOUNTS (JANUARY TO MARCH 2020)

Reconciliation of Q 4 accounts were submitted by the Clerk for scrutiny.

These were reconciled to 31 March 2020:

- Accumulative budgeted receipts of £49,138 actual receipts £53,384.11. Difference due to receipt of Grants from SKDC, InvestSK and the Co-op
- Accumulative budgeted payments £48,125.00 actual payments £43,370.77. Difference due mainly to Election budget of £2,000 not required (placed in reserves) and outstanding In Touch renewal invoices posted in March 2020 being paid in April after the 2019/2020 financial year.

6. TO REVIEW RENTAL AGREEMENTS

It had been agreed in the February meeting that there would be no change to the InTouch renewals and allotment rents.

7. MONITORING RECOMMENDATIONS/ACTIONS FROM INTERNAL AUDIT

- 7.1. Internal audit completed 26th April 2020. Report published on the website. Internal Audit Report completed and signed by the Internal Auditor.
- 7.2. The Parish Council achieved a 'Yes' for all internal control objectives.
- 7.3. The Internal auditor stated that there is clear evidence throughout both finance and governance of procedures that should provide parishioners with confidence in the administration of their Parish Council. Minutes in particular are detailed.
- 7.4. The Internal auditor stated that there is now a competent website and that because of Coronavirus the audit process had thrown greater prominence the role of the Parish Council's website as a critical tool for reporting requirements and transparency.

7.5. Recommendations will be addresses going forward.

Continuing need to monitor size and scope of balances carried forward.



8. PROJECTS GRANTS AND APPLICATIONS

9. ANY OTHER BUSINESS

10. DATE AND TIME OF NEXT MEETING

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