

Staveley and Copgrove Parish Council

Website: <https://staveleyandcopgrovepc.org.uk>

Clerk: Liz Leatherbarrow

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Minutes of the Finance Sub Committee Meeting held on Tuesday 23rd February 2021 at 7pm Held Online

Draft Minutes for the Finance Sub Committee Meeting on 23 February 2021 at 7pm Meeting held on line

Meeting started at 7pm Meeting ended at 7.37pm Present:
Cllr Graham Bowland (Chair) Cllr Helen North

Cllr John Thornton Clerk: Liz Leatherbarrow

1. Reminder by the Chair of the Council's policy for the audio or visual recording of the meeting.

The Chairperson opened the meeting reminding everyone of the policy.

2. To receive apologies and approve reasons for absence.

All members present.

3. To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.

No interests declared.

4. To confirm the minutes of the meeting held on 24 November 2010 as a true and correct record.

Resolved that the minutes of the meeting held on 24 November 2020 be approved as a true and accurate record.

5. To receive an update on the financial accounts 2020-2021

The statements recorded previously remain unchanged since the last meeting. 6. To review the FSC action checklist:

a) Precept application "information update

The precept application was completed, submitted on 12.01.2021 and an acknowledgement of the form has been received.

It has been requested that a copy of the completed form will be stored on the Parish Council web site drive.

ACTION: Cllr Bowland will send a copy to the clerk to ensure the information is added to the Parish Council document library.

b) Review income and expenditure against the budget set

No changes made to the statement since the last meeting.

c) up date on progress of VAT claim

There have been frustrating difficulties trying to submit the VAT return on line. In spite of several attempts to resolve the issues these remain outstanding. As a result the form will now be submitted by post.

Any remaining outstanding invoices and payments from the current financial year must be included on the return. It was noted there is now one new invoice for the new Copgrove signs, from which VAT can be reclaimed. The amount due on the invoice differs from the original estimate.

ACTION: Clerk to send the invoice to Cllr North.

ACTION: Cllr North will review the invoice against the original estimate received. When this is completed and payment is confirmed, Cllr North will advise Cllr Bowland in order that it may be included on the VAT return.

ACTION: Cllr Bowland will continue to persevere with the VAT claim and submit the claim by post before 28/2/21 deadline.

d) up date on progress with Internal audit

The arrangements for the internal audit were explained. The process is in hand.

ACTION: Cllr Bowland will work with the group of Parish Council representatives who meet co-operatively to complete the internal audits; alerted to the difficulties previously experienced, which caused delays in the past.

e) review of asset register and changes

Cllr Bowland has identified that the list of assets on the website does not match the list he has. Discussion was shared about two specific entries from the list on the website.

ACTION: Cllr Bowland will review and up date the register using information from previous account records from the last four years. He will advise the Councillors when this is completed, at the next Sub Committee meeting.

7. To receive update on Banking Authority Mandates

Forms have been submitted to the bank requesting changes to the banking mandate. Cllr North will be removed from the mandate, the new clerk will be added.

Cllr Thornton and Cllr Bowman remain on the mandate.

8. Refurbishment of the benches and noticeboards

Cllr North confirmed that the agreed refurbishment of the benches and notice boards is planned for the Spring when the weather improves.

9. To notify the Clerk of any matters for inclusion on the agenda of the next meeting.

The clerk will e-mail the Councillors before the next meeting to ask for new agenda items.

10. Any other business.

No matters raised.

11. The date of the next meeting was confirmed as Tuesday 20 April 2021 at 7pm.