

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 20th April 2021 at 7pm The meeting was held online

The meeting started at 7pm.

Present: John Thornton, Helen North, Liz Leatherbarrow (RFO)

[Liz Leatherbarrow (Clerk and RFO) - recorded minutes]

1.

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

The policy was highlighted.

2.

To receive apologies and approve reasons for absence.

No apologies received.

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 declarations made.

4.

To confirm the minutes of the last meeting held as a true and correct record.

The minutes were confirmed as a true and accurate record of the meeting held on 23 February 2021

5.

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

The accounts information shared was as follows:

1. Expenditure

2020/21 Total expected budget = £10,718.0

2020/21 Actual expenditure = £ 8,953.75 (£1,764.25 under budget)

2. Income

2020/21 Budget income = £10,850.0

2020/21 Actual income = £16,486.68 (£5,636.68 over budget)

3. Donations

Income included a donation of £8,500.0 from Harmby Homes.

4. Retained Cash balance at end of Financial Year.

5. Bank Reconciliation

Staveley & Copgrove Parish Council's Treasurers Account Statement for the Financial Year 2021 - 2022

| Account | 31.3.19 | 31.3.20 | 31.3.21 |
|--------------------|------------|------------|------------|
| Treasurers Account | £12,208.73 | £18,231.51 | £25,764.54 |

Created: Monday, 19 April 2021

| Date | Payment Type | Details | Paid out | Paid in | Balance |
|------|--------------|---------|----------|---------|---------|
|------|--------------|---------|----------|---------|---------|

01 Apr 2021

BALANCE BROUGHT FORWARD

£25,764.54

07 Apr 2021

Faster Payment

C. Bateman

£40.00

£25,804.54

09 Apr 2021

Faster Payment

Elizabeth Leatherbarrow

£280.28

£25,524.26

09 Apr 2021

Faster Payment

HMRC

£0.00

£25,524.26

31 Mar 2022

BALANCE CARRIED FORWARD

£25,524.26

6. Transactions since last FSC Meeting

February 2021

No transactions made

March 2021

Date

Description

Money in

Money out

Balance

01.03

SRN Charity

70.00

26,157.76

04.03

Dalebuild

720.0

25,437.76

22.03

L. Carr

552.0

24,885.76

24.03

Park Lane Play

48.0

24,837.76

29.03

HMRC

966.76

25,804.54

31.03

HBC

80.0

25,724.51

31.03

Ibbotson (Allotment rent)

40.0

25,764.54

April 2021

7. Forthcoming known expenditure:

a) Village Hall hire for 9 months to 31 March 2022 - (Agreed 18.03.21) = £187.50

It was noted that this is subject to Coronavirus restrictions allowing for group meetings to be held; monies have been allocated in the budget planning for 2021/22, which cover this cost.

b) Mole Removal (Contractor Pestec Scott Alderton) Projected cost = £100 (at prices quoted as £60 for the first mole and £10 for each one there after. (So 1 mole= £60, two moles= £70, three moles= £80 etc)

8. Bank Account Statement

On 19.04.21 = £25,446.26 (Screenshot shared of Bank Statement)

Date

Description

Money in

Money out

Balance

07.04

Bateman (Allotment rent)

40.0

25,804.54

09.04

E Leatherbarrow (salary)

280.28

25,524.26

19.04

TP Jones

78.0

25,446.26

6. To review the FSC action checklist (points from February and March to end of April)

The following up dates were shared:

VAT Claim submitted to HMRC and payment received of £966.76 on 29.03.2021.

At the previous FSC meeting Internal Audit preparations were being made.

The Clerk is ready to help support with preparations needed for the audit, as requested.

All invoices outstanding were paid to end of March 2021.

Payroll and wages were authorised for payment.

Recreation Field rent paid to Harrogate Borough Council on 31.3.21. Playground Inspection invoice was paid.

ACTION: Clerk to ask for copy of Inspection Report.

Bank Reconciliation was shared.

Allotment holders have been invoiced and both rental fees have been received into account on 1 April 2021 (Payment to HBC was made by 31.03.2021).

Salary for Clerk has been paid; HMRC return has been made by Payroll. Precept Payment has not yet been received.

The Asset register remains due for review.

7. To ratify and record the arrangement with regards removal of moles from recreation field.

The works are yet to commence, but the contractor's quoted rates were agreed.

8. Review income and expenditure against the budget set, including payments and receipts from March and April. (Allotment rental from tenants, precept payment, VAT refund, TP Jones- salaries admin, HBC- allotment rental fee.)

Income and expenditure, payments and receipts were reviewed and agreed.

9. Update on progress with Internal audit

It was not possible to receive an up-date on the progress of the internal audit at the meeting.

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

No other comments were recorded.

11. To confirm the date of the next meeting in July at 7pm.

The next meeting will be held on 20th July at 7pm.

The meeting ended at 7.28pm.