



Kingsmead Parish Council
PO Box 448
Knutsford
WA16 1FJ

Clerk: Sarah Morgan
Telephone: 01606 533 858
E-mail: clerk@kingsmeadpc.org.uk

Minutes of the FINANCE PARISH COUNCIL MEETING held Monday 6th July 2020 at 7.30pm via Zoom Video Conferencing.

Present: Cllrs Martin, Boylan, Chappell and Bannister

Also in attendance: Sarah Morgan (Clerk), Cllrs Reed and Hoey.

1. **To receive Apologies**

Noted: All members were present

2. **Disclosure of interest in items on the agenda**

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

Resolved: No members declared interests in any items on the agenda

3. **Public open forum**

- a) Members of the public are invited to address Councillors and raise issues of concern

Noted: No members of the public were present.

4. **Minutes**

- a) To approve the minutes of the Finance Committee Meeting held 4th May 2020

Resolved: It was resolved to approve the minutes of the Finance Committee Meeting held 4th May 2020

5. **Review of accounts for the first quarter to 30th June 2020**

- a) To review expenditure for the first quarter (attached)

Resolved: The report of expenditure for the first quarter was reviewed and approved.

- b) To note the current and savings account balances (attached)

Noted: The balances for the current and savings accounts were reviewed and noted.

- c) To consider recommendations to full council regarding budgetary control

Resolved: It was resolved to make no recommendations in relation to budgetary control other than highlighting the budgets which may not be used this year such as the open day for consideration as virements to budgets which require additional funds.

6. Annual Financial Reports 2019-2020

- a) To note the completion of the submission for External Audit

Noted: It was noted that the External Audit submission had been completed by the Clerk.

- b) To note the dates for the exercise of public rights (10th Aug to 25th Sept 2020 inclusive)

Noted: The dates for the exercise of public rights were noted and the Clerk advised that these would be advertised on the noticeboard.

ACTION: SM

7. VAT

- a) To note the DRAFT VAT return due for the first quarter (attached)

Noted: The draft VAT return for the first quarter was reviewed and noted.

8. Fixed Assets

- a) To review the assets register and consider additional items for inclusion (play equipment, pagoda, lychgate)

Resolved: It was resolved to request the valuation of additional assets for inclusion on the asset register by Cllr Logan for the built assets and Cllr Bannister for the play equipment. A quote will then be reviewed for including these items on the insurance policy.

ACTION: SM/AL/EB

9. Purchase order policy

- a) To consider an amendment to the purchase order policy

Resolved: It was resolved to make amendments to the policy to state that if works cannot be carried out as specified in the purchase order, a new purchase order must be issued. Any changes to specification cannot be authorised without express permission of the council. It will further be noted that payment will be made after work has been quality checked. The title of the policy will be read Purchase Order Policy, rather than: No Purchase Order - No Pay (see [appendix A](#))

The revised policy will be submitted for approval at the July meeting.

ACTION: SM

10. Close of Meeting

Noted: The meeting closed at 8.18pm

Purchase Order Policy

How we place orders with our suppliers

Before a supplier provides Kingsmead Parish Council with any goods and/or services, an official Purchase Order (PO) must be received from the Parish Clerk as the Responsible Financial Officer (RFO). This PO is a commitment by the Council to spend the value with a supplier; the PO number must be quoted on all invoices presented to the Council, if no PO number is quoted the invoice will be returned unpaid.

The addresses for both the delivery of the supplies/services and the receipt of invoices are clearly shown on the Purchase Order.

If works cannot be carried out as specified in the purchase order, a new purchase order must be issued. Any changes to specification cannot be authorised without express permission of the council.

How we pay our suppliers

The standard payment terms for Kingsmead Parish Council are 30 days from receipt of a correct invoice and after works have been quality checked. To ensure that payment is dealt with efficiently and to avoid delays we ask that the invoice:

- quotes a valid Purchase Order (PO) number
- is addressed to Kingsmead Parish Council
- be submitted to the postal or email address quoted on the order
- adds up correctly, particularly the VAT amount
- includes as much information as possible about what the payment is for
- only includes requests for payment of supplied goods, services or works.
- Includes a valid VAT number where applicable, which will be verified by the RFO before payment.

The Council makes payment by BACS in order to ensure that the payment is credited directly into the contractor's/supplier's bank account.

Any invoice that does not quote a valid PO number will be returned, unpaid to the supplier.

Enquiries regarding orders placed by the council should be made to the Parish Clerk at clerk@kingsmeadpc.org.uk or by calling 01606 533858