
Minutes of the FINANCE COMMITTEE MEETING held Monday 5th October 2020 at 7.30pm via Zoom Video Conferencing.

Present: Cllrs Martin, Boylan, Reed and Bannister

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Noted: Apologies were received from Cllr Chappell (health)

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 interests were declared.

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 6th July 2020

Resolved: It was resolved to approve the minutes of the Finance Committee Meeting held 6th July 2020. The Clerk will arrange for the minutes to be signed after the minuting and will confirm with CHALC that a wet signature is required.

ACTION: SM/NM

5. **Review of accounts for the second quarter to 30th September 2020**

- a) To review expenditure to the end of the second quarter (*attached*)

Noted: The expenditure to the end of the second quarter was reviewed with the Clerk advising in the details of the S137 expenditure and noting that mileage can be claimed for attendance of necessary meetings

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

Noted: The current and savings account balances and reviewed and noted.

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

Resolved: It was resolved to make a recommendation to full council that £40,000 funds be transferred from the Yorkshire Bank to the current account to ensure enough funds are available to meet budgetary requirements. A further transfer from the Nationwide 45 Day saver account should be reviewed at the November meeting for funds to be received

6. Annual Audit

- a) To note the appointment of the internal auditor for 2020-21 (JDH Business Services)

Noted: It was noted that the internal auditor for 2020-21 has been appointed by full council.

- b) To note that the external auditor report has not yet been received for 2019-2020 (*Clerk to update*)

Noted: The Clerk gave an update that some queries had been responded to from the external auditor, but no final report had been received. It is expected that this will be returned by the end of November at the latest as the deadline for publication is 30th November (extended from 30th September due to the coronavirus). It was requested that the clerk makes enquiries about when the report will be received.

ACTION: SM

7. VAT

- a) To note the note the draft VAT return due for the second quarter (*attached*)

Noted: The Draft VAT return due for the second quarter was reviewed and noted.

8. Budget setting 2021-2022

- a) To consider a plan for the setting of next year's budget

Noted: The renewal of the grounds maintenance contract was raised as an unknown figure and it was requested that APSE (contract consultant) is contacted to see if they can give an indicative cost. The wetland contract has been agreed, but the woodland management contract will need to be added in the new budget when costs are known. Play area costs will also need to be reviewed as Burwardsley Way will need a replacement unit. It was agreed that the finance committee would meet on 9th November and also 14th December if required to review draft budgets.

ACTION: SM

9. Close of Meeting

Noted: The meeting closed at 8.30pm
