

# SLAUGHAM PARISH

## FINANCE & POLICY COMMITTEE

Meeting Minutes Friday 6<sup>th</sup> May 2022 at 15.30pm

Sally Mclean – Clerk to the Council

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**Present:** Cllr's Michael Earle, David Dunn, Eric Prescott, Bob St George, Lorette Holborn

**F05/01 Apologies for absence: None**

**F05/02 Declarations of Interest:**

**F05/03 Minutes of the meeting of Finance & Policy Committee 26<sup>th</sup> January 2021**  
To receive and adopt the minutes. Proposed Cllr Earle, Second Cllr Holbron **APPROVED**  
**Matters arising from the Minutes – To note any matters arising from the minutes. None**

**F05/04** Adjournment for questions from the public: The Committee is to consider whether to adjourn the Meeting in accordance with Clause 1(d) of Standing Orders, in order to receive questions from members of the public. None Present

**F05/05 F05/05/01 Internal Audit –** Review of effectiveness of Internal Control 2021/22 Internal Control Arrangements: The Committee is asked to confirm (Ref: Internal Audit – Review of effectiveness of Internal Control 2021/22 T (cc'd in advance) Recommend **APPROVAL** **The last review was held on the 10<sup>th</sup> November 2021.** Proposed Cllr Earle, Second Cllr Dunn **APPROVED**

**F05/06 F05/05/02 Risk Management Plan -**The Committee is asked to review and adopt the Risk Management Plan 2021/22: The Council confirms the adoption of the revised risk management plan. (cc'd in advance) Recommend **APPROVAL** Proposed Cllr Earle, Second Cllr Holbron  
**Financial Monitoring Review Income / Expenditure Review 2021/22:** To note the account records in accordance with the Financial Regulations of the Parish Council, as follows: The Committee is asked to review the income and expenditure against budget 2021/22 to include reserves position and to consider and approve other financially related matters if necessary cc'd in advance see APPENDIX 1

**(a) Ref: Detailed Income & Expenditure by Budget Heading APPROVED**

**(b) Ref: Income and Expenditure Account for Year Ended**

**(c) Ref: Summary Income & Expenditure by Budget Heading**

**(d) Ref Balance Sheet as at 31st March 2022**

**(e) Ref Trial Balance as at 31st March 2022**

**(f) Annual Budget By Cost Centre**

Proposed Cllr Earle, Second Cllr Prescott **APPROVED**

**F05/07 F05/06/01 Annual Accounts 2021/22:** The Committee is asked to consider and agree that the Annual Governance and Accountability Return for the year ending 31 March 2022 accurately presents the financial management of the Council as required by the Accounts and Audit Regulations 2015 (Annual Governance and Accountability Return 2020/21 attached) and agrees to recommend them to Internal Audit: Proposed Cllr Earle, Second Cllr St George **APPROVED**

**F05/08 F05/06/02** To agree Section 1: The Annual Governance Statement 2021/2022  
**RECOMMENDATION: The Committee agrees to recommend the Annual Governance Statement 2021/22 to Internal Audit:** Proposed Cllr Earle, Second Cllr Dunn **APPROVED**

**F05/09 F05/06/03** To agree Section 2: The Accounting Statement 2020/21.  
**RECOMMENDATION: The Committee agrees to recommend the Accounting Statement 2020/21 to Internal Audit.** Proposed Cllr Earle, Second Cllr Dunn **APPROVED**

**Notes:** In order to meet the AGAR External Audit Time scales 30<sup>th</sup> June 2022 FC Approval 23d June 2022 The Clerk to raise this on the 26<sup>th</sup> May 2022 meeting.

**F05/10 Matters that member wish to raise for future discussion**

- i) Slaugham Internal Controls – Update Review
- ii) Governance Finance Review
- iii) Asset Register Review
- iv) Insurance Review
- v) Include Income and Expenditure "Halls"
- vi) Vice Chair Appointment Cllr David Dunn

**Date of Next Meeting:** 13<sup>th</sup> June 2022 at 18.30pm

## Appendix 1 – I&E Review Variance Explanations

Income Code 1030 - Misc Income £3,454

A/c Code	1030	Misc Income			Annual Budget	0
Centre	100	Income				
Date	Reference	Source	Transaction Detail		Debit	Credit
			Opening Balance			0.00
01/04/2021	54	Journal	MSDC - Tree Surgery		212.00	
07/06/2021	Trees Warn	Cashbook	Reimburse Trees Warninglid			255.00
21/06/2021	MSDC	Cashbook	MSDC			60.16
06/08/2021	Ladies Grp	Cashbook	Ladies Group			22.00
06/08/2021	Yoga	Cashbook	Yoga			45.00
11/08/2021	Pilates	Cashbook	Pilates			60.00
12/08/2021	Claim Ins	Cashbook	Insurance Claim New Street			1,571.00
02/09/2021	Yoga	Cashbook	Hall Hire - Yoga			45.00
02/09/2021	Pilates	Cashbook	Pilates			60.00
03/09/2021	Hall Hire	Cashbook	Hall Hire - Party			180.00
03/09/2021	Hall Hire	Cashbook	Hall Hire Ladies Grp			11.25
06/09/2021	Hall Hire	Cashbook	Hall Hire - Party			150.00
13/09/2021	Hall Hire	Cashbook	Party			230.00
27/09/2021	Grant GP	Cashbook	Goal Post Grant			297.50
04/10/2021	Yoga	Cashbook	Yoga			60.00
04/10/2021	Pilates	Cashbook	Pilates			60.00
05/10/2021	Sense	Cashbook	Training			170.00
09/11/2021	Pilates	Cashbook	Pilates			60.00
17/11/2021	Football	Cashbook	Mid Sx Youth Football			40.00
09/12/2021	Football	Cashbook	Football			22.50
14/01/2022	Pilates	Cashbook	Pilates Hire			45.00
02/02/2022	Pilates	Cashbook	Pilates			75.00
09/02/2022	Football	Cashbook	Football Mac Hall			146.75
Account Misc Income				Account Totals	212.00	3,666.16
Centre Income				Net Closing Balance		3,454.16

Expenditure	Actual	Annual Budget	Variance	Explanation/Notes
4122 - IT Equipment	1380	1000	380	Replacement Laptop
4124 - IT Support	2451	2000	451	Office 365 and Support Fee
4127 - Subscriptions	1231	1000	231	Online Parish Mapping (new)
4128 - Solicitor Fees	7844	1800	6144	St Martins Close /License Agreements
4610 - Neighbourhood Plan	5513	0	5513	Professional Fees St Martins
4202 - Allotments	3262	250	3012	Clearance Works
4305 - Equipment Signs	908	100	808	Recreation Signs – New Notice Board
4410 - Playing Fields Other	5566	5000	566	Boundary Review Survey £1050 Grass Cutting Contract £4516
4414 - Finches Field	5290	500	4790	CCTV Upgrade £3792.47 Door Repair £215.00 Plumbing Boiler Service £200 Guttering Repair £172.40 Weed Clearance £145.00 Fire Safety Services £157.90 GC Fire Alarm £75 Boiler Service £32 <b>£4790.00</b>
4418 – Sports Pavilion	3231	500	2731	Business Rates £2415.82 Security Cupboard £455 <b>£2870.82</b>
4504 -				No water charges MacNaughton Hall – The Clerk to investigate.