

BOTTISHAM PARISH COUNCIL

FINANCE COMMITTEE

AGENDA

A meeting will be held on Tuesday 23 November 2021 at 8 pm in the Poppy Room, Bottisham Community Sport & Social Club, for the purpose of transacting the following business:

1. Apologies for absence
2. Minutes of previous meeting (20 April 2021) – Attachment 1
3. Matters arising
4. Review of income & expenditure for the year to date
5. Forecast to the end of March 2022
6. Draft Budget and precept for 2022-23
7. Review of Account signatories
8. Transfer of funds from Bottisham Players
9. Grant to Bottisham Table Tennis Club
10. Request for financial support from the B1102 Group
11. New Cemetery – (Cllr Ogborn)
12. Date of next meeting – to be arranged

BOTTISHAM PARISH COUNCIL

MINUTES OF FINANCE COMMITTEE

Held on Tuesday 20 April 2021 by online meeting

Present:

Cllr Clarke – Chair. Cllrs Buchanan, Ogborn and Winkcup, the Clerk.

1. APOLOGIES:

None

2. Minutes of last meeting (26 January):

Acceptance proposed by Cllr Ogborn and seconded by Cllr Winkcup: Approved unanimously

3. Matters arising:

a) **Membership of Finance Committee:** Cllr Clarke indicated that he had spoken with Cllr Chetwynd about joining this Committee as much of the Council's spending is on environment for which he has just taken the lead

b) **Cambridge Building Society Account:** The Clerk reported that the service over the opening of the account had been less than satisfactory. The application form states that all information will be sent to the person named as the administrator on the account, but he has received nothing except an email confirming the account had been opened – this had no details of the account number or paying in details. Cllr Clarke had received no details about operating the account online. On balance, having succeeded in opening the account and on the basis that there would be few transactions, it was agreed to continue to use it

c) **Internal Audit feedback:** The Clerk had sent the financial record for 2020-21 to the Auditor and asked for feedback about the way it is set out and operated. The Auditor asked that the Accounting for VAT be incorporated into the record and that vouchers be kept for all transactions. The Clerk confirmed that the VAT accounting had been incorporated into the spreadsheet for 2021-22 and that vouchers for all transactions had been obtained for all transactions since he took over in September. He confirmed that the litter-pickers would both be on the payroll from April

d) **Clerk Pension Contributions:** The Clerk asked whether the employer pension contributions could be paid on a monthly basis rather than as a single payment at the end of the financial year. The Committee agreed

4. Draft Accounts 2020-21 and Draft Annual Governance & Accountability

Return:

The Clerk outlined the financial results for the year 2020-21. As a result of the pandemic there had been less expenditure than anticipated under a number of headings and therefore the balances in the Council accounts had increased by £23,000 during the year to £138,664. While this might have raised questions by the External Auditor in normal circumstances, the planning for the new Cemetery means that reserves in excess of the prudent operating reserve will reduce the amount needed to be borrowed for the Cemetery.

It was noted that there was a budget of £1500 for Traffic Calming, none of which had been spent.

ACTION: The Clerk will contact Claire Fullwood to ascertain whether this had been intended to cover the cost of a service agreement

The Clerk then went through the draft Annual Governance and Accountability Return. The first section requires the Internal Auditor to indicate agreement or otherwise to a series of statements about the financial controls within the Council. This is followed by a series of statements that the Council as a whole must consider and indicate its response on the form. This must be agreed and minuted prior to consideration of the summary of the financial results for the year 2020-21 in the third section of the form.

Appended to this return are two appendices: a bank reconciliation and an explanation of material variances from the previous year which includes statements about reserves. The Committee confirmed its recommendation to the Council that the reserves be designated as follows:

Play Equipment	£ 20,000
New Cemetery	£ 78,000
General Reserve	£ 40,000
Total	£138,000

It was proposed by Cllr Ogborn and seconded by Cllr Winkcup that the papers be submitted to the Internal Auditor. This was agreed unanimously

ACTION: The Clerk to submit the accounts and draft return to the Internal Auditor

5. Asset Register:

The Clerk indicated that the values ascribed to individual assets needed to be confirmed, so that the Council can be confident that its insurance cover is adequate when it comes up for renewal at the end of May. The items listed were checked and increased values inserted for some items

ACTION: Cllr Ogborn will check on the number and value of traffic calming and speed indicator devices

6. Risk Register:

The Committee reviewed the Risk Register and confirmed that it remains appropriate

7. New Cemetery:

Cllr Ogborn reported that ECDC has now agreed to undertake the compulsory purchase of the land for the New Cemetery on behalf of the Parish Council, but will seek a written agreement that the Parish Council would reimburse the costs incurred by ECDC in doing so. The District Council would tender the work to external solicitors. It is understood that the solicitor who has previously advised the Parish Council on a pro-bono basis would tender, although there is no guarantee that the firm will be awarded the work. Cllr Clarke said that the written agreement was reasonable but suggested that it should specify the upper limit of the cost to be reimbursed.

The meeting closed at 8.15pm