

## FINANCE REVIEW - MINUTES

### **Old Newton with Dagworth & Gipping Parish Council Tuesday 25<sup>th</sup> November 2020 – 8pm on the Zoom Platform**

**Present:** Cllr Miller (Chairman), Cllr Goudy, Cllr Clements, Cllr Harbidge and Karen Hall-Price (Clerk & RFO)

#### **1. Year End Accounts: 2019 / 2020**

- This year's external audit with PKF LittleJohn, the Clerk felt the audit went well. We were approved with no other reports to be noted. The conclusion of the audit was detailed at the November meeting and the notices have been displayed and uploaded on the village noticeboard and website accordingly.
- The internal audit with Trevor Brown – The report was identified at the monthly meeting of the parish council on 3<sup>rd</sup> June 2020 Pg 738 of the parish council minutes refers. The clerk felt this year's audit went very well despite the restrictions of Covid 19 and was completed remotely.
- Cllrs reviewed the effectiveness of the internal audit. The arrangements are more than acceptable as restrictions allowed Trevor visits the Clerks home address to complete the audit so that all files and information can remain with the Clerk or like this year the audit was completed remotely. The finance committee and the Clerk are very happy with this arrangement. Cllrs and the Clerk agreed to recommend to the full council meeting to use Trevor Brown as the internal auditor for the next financial year. It has proved to be a seamless operation and Cllrs felt that we should stick with what we know and have faith in.

#### **2. Half Yearly Review of Finance / Cash Book**

The cash book has been circulated to the committee showing the accounts payments and receipts for the year to date accounts. This will also be circulated to the Cllrs for information at the December monthly meeting of the Parish Council.

New banking mandate form was completed this year to include the Clerk as a signatory to facilitate the use of online banking and making payments directly through the bank. Cllr Goudy signature has changed over time and has now been accepted by the bank.

#### **3. Asset Register & Insurance Review**

The Asset Register was reviewed with some changes made at this time and documented for review again in March at the financial year end. Defibrillator to be added onto the register.

The insurance review was discussed at the October monthly parish council meeting 2019 where the Parish Council agreed to move to the CAS Parish Protect Insurance under-written by Sun Alliance. It is still felt that CAS understand the needs and requirements for Parish council insurance. The parish council agreed at the October 2019 meeting to approve the 3 year long-term undertaking to receive further cost savings. The insurance is due for review again in 2022.

#### **4. GDPR Policies & Procedures / Financial Regulations and Standing Orders**

- The financial regulations were updated and adopted in October 2020 and should be looked at again in 2022 unless there are any further changes and recommendations from SALC or NALC.
- The Standing Orders were updated and adopted in October 2020 and should be reviewed again in 2022.
- The Code of Conduct was adopted in July 2012 and reviewed in June 2014. This is a SALC document advised to be adopted by all Parish Councils. It is under review by SALC and the Clerk will put forward a renewed policy once SALC issue to parish councils for adoption.
- ICO – Data Protection Subscription has been set up as a direct debit moving forward at £35.00 per annum.
- The following GDPR policies are in place:
  - Subject Access Request (SAR) Policy & Procedure – May 2019
  - Freedom of Information Policy – May 2019
  - Data Protection Policy – May 2019
  - Document and Electronic Data Retention Policy – June 2019
  - Community Notice Board Policy – July 2019
  - Training and Development Policy – March 2020

## 5. Risk Assessments

The general financial risk assessment was reviewed and now includes electronic banking. No other amendments have been made

6 mthly walk of the graveyard by the cemetery committee to identify dropped graves still needs to take place. Covid restrictions this year has meant many meetings have not happened in person. A dedicated cemetery committee risk assessment still needs to be written and an investigation into the needs of the new entrance and pathways for the new part of the cemetery to be addressed this next year.

## 6. Budget & Precept Discussion for 2020 / 2021

Cllrs went through the budget and the committee suggested budget figures to be tabled at the December meeting and for the committee to make their recommendations.

## 7. Ringfenced Projects from Reserves.

- Cemetery £3,400.00 – Proposed works required for pathways on new part of the cemetery?
- War Memorial £1,000.00 - £900.00 approved grant funding from MSDC Locality Fund
- Contingency £1,500.00
- Bus Shelter £100.00
- Elections 2023 £2000.00 – Reinvest into receipts and budget £500 this year towards building our ringfenced funds for 2023.
- Speed reduction £150.00 – Replacement Batteries if required
- CIL £2464.65 + £2231.89 = £4696.54 (ringfenced for Cemetery Entrance)
- Parish Plan £500.00

## 8. Any Other Items for the attention of the Parish Council – to be included at the December meeting

- SCC Lighting over the Christmas period.
- Cemetery – Committee. Complaints received about how untidy the cemetery was – broken glass around the memorial wall with the plaques. Cllr Goudy and Miller to individually visit and assess the state of the cemetery.

## 9. Date of Next Meeting – Wednesday 2<sup>nd</sup> December 2020 – 8pm on Zoom.

Meeting was closed 21.54 hrs