

Skelton Parish Council

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Draft Minutes of the Finance Committee Meeting of Skelton Parish Council held on Thursday 18th May 2023 in the Village Hall at 1800.

Present: Cllrs J. Watson, C. Linfoot and J. Linfoot

Members of the Public: None

Clerk: Colin Ellis

23/FC00 Chair's welcome

The Chair welcomed those present and said that the primary reason for the meeting was to carry out a half yearly review as laid out in Standing Orders, the Financial Regulations and the Internal Control Plan.

23/FC01 To receive apologies for absence and to approve reasons for absence.

None

23/FC02 To receive any declarations of interests not already under the Council's Code of Conduct or a member's Register of Disclosable Percuniary Interests.

None

23/FC03 To resolve to adjourn the meeting to hold the Open Forum to include:

(a) To receive Residents questions.

No questions – no residents present.

23/FC04 To approve and sign the Minutes of the Finance Committee Meeting of Skelton Parish Council held on 14th December 2022 as a true and correct record.

It was RESOLVED to approve the Minutes of the Finance Committee Meeting of Skelton Parish Council held on 14th December 2022 as a true and correct record and were signed by The Chair.

23/FC05 To carry out checks as per the Internal Control Plan 22/23

It was RESOLVED that the Finance Committee was convened to carry out a half-yearly review as laid out in Standing Orders, the Financial Regulations and the Internal Control Plan as follows:

Finance

The Committee checked that:	Conclusion of the Committee:
1. Payment and procurement practices are being followed and that accounting records are maintained up to date and accurate.	Agreed. A very brief sample check was carried out.
2. Monthly budget monitoring reports and bank reconciliations are consistent with the bank statements	Agreed. A very brief sample check was carried out.
3. All payments are supported by invoices or receipts listed in the minutes.	A very brief sample check was carried out. Agreed
4. All cheques are signed by 2 signatories	Not applicable. No cheques had been issued.
5. All BACS payments are signed by two signatories.	Payment lists were distributed by email with all invoices prior to monthly meeting as well as printed copies at the meeting.

6. Record keeping is adequate and accurate	Agreed
7. VAT is recorded separately and is reclaimed	VAT is recorded separately and is reclaimed.
8. Any surplus is in an interest-earning account	Agreed.
9. Cemetery fees are correctly calculated and collected	Agreed.

Risk Management

The Committee checked that:	Conclusion of the Committee and any Actions:
1. Review of the Risk Management Register	The Panel reviewed the Risk Management Register and recommends that the Council approves it.
2. Insurance Appropriate insurances are in place – <i>public liability, employers’ liability, councillor’s indemnity, assets</i>	Agreed.
3. Information Commissioner ICO registration is maintained and will be renewed in June 2023	Agreed

Governance / Council Business

The Committee checked that:	Conclusion of the Committee and any Actions:
1. Meetings are managed and recorded correctly – e.g., publicised and papers distributed within the statutory time scale, agendas meet requirements, decisions recorded, minutes verified and signed	Agreed
2. Regulatory requirements for the election and appointment of Councillors are being met.	Agreed
3. Standing Orders and Financial Regulations are up-to-date and are adhered to.	Agreed
4. The internal control procedures are up-to-date, effective and in accordance with the criteria set out in “Governance and Accountability for Local Councils”	Agreed

Annual tasks

a. To consider the asset register as per 31 March 2023.

The asset register was reviewed. The Committee recommends that the Council approve the asset register as of 31 March 2023.

b. To adopt an Internal Control Plan for 2023/24.

The Internal Control Plan for 2023/24 was considered. It is the Committee's recommendation for full council to adopt the Internal Control Plan for 2023/24

c. To review a list of direct debits for 2023/24.

It was RESOLVED to approve the list of direct debits presented to the meeting for 2023/24.

d. To consider the conclusion of the Internal Audit Report for 22/23.

It was RESOLVED to approve the conclusion and recommendations of the Internal Audit Report for 22/23 noting that the recommendations had been acted upon and would recommend adoption by Full Council.

e. Answer the questions in Section 1 of the AGAR and review the draft of the figures for section 2. AGAR Unaudited for 22/23 to be presented and recommended for adoption by Full Council

It was RESOLVED to answer the questions in Section 1 of the AGAR and reviewed the draft figures in Section 2 and would recommend adoption by Full Council.

23/FC06 To consider exclusion of the press and public from the discussion of items 23/FC07 by virtue of s.1(2) of the Public Bodies (admission to Meetings) Act 1960 due to the nature of the following business to be transacted being prejudicial to the public interest.

No members of the public present.

23/FC07 To consider Clerk's Extraordinary workload during April with significant extra hours incurred including some weekends because of:

- **Preparing year end documentation for Internal Audit involving submitting 110 separate statements (New process for the new clerk)**
- **Simultaneously preparing for Annual Parish Assembly and Council Meeting in April**
- **Requiring reviewing and consider amendments regarding the Council's 30 Governance and Accountability Policies ready for the Annual Meeting on 18th May following the Parish Council election process.**
- **Setting up all the new files necessary for the new reporting year**

The Clerk offered to leave the room at this point, but the Councillors RESOLVED it would not be necessary. It was RESOLVED to note the additional workload involved over recent weeks and to approve overtime payments of 23 hours during April and a further 7 hours during early May in concluding the Internal Audit requirements whilst noting that there was a 23/24 budget provision of 30 hours overtime allowance for the Clerk.

23/FC08 Date of Next Meeting

To be decided.

The Chair closed the meeting at 1837.

Signed _____ Chair of the Finance Committee

Date _____