



# Goostrey Parish Council

## FINANCE COMMITTEE

AGENDA for the MEETING on TUESDAY 5th OCTOBER 2021, at 7.30pm

IN THE VILLAGE HALL, LOUNGE

1. Election of a Chairman for the Committee
2. Election of a Vice-Chairman for the Committee
3. Declaration of Interests
4. Apologies for absence
5. Notes of meeting of 6<sup>th</sup> July 2021 - View notes at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/07/Finance-NOTES-06072021-v2-including-appendices.pdf>
6. Actions from the Meeting of 6<sup>th</sup> July 2021
  - i. Clerk to request that the Village Hall Management Committee look into the improvements to be made to the access to the loft space. Loft ladder was approved however, sourcing has proved difficult. Clerk to re-investigate the staircase **Action:** VHMC to progress. **Update:** Clerk has approached an expert for advice on Building Regulations but currently there is no response. This matter is ongoing.
  - ii. Clerk to update the asset register and make an interim report to the insurance company. **Completed** but interim report not submitted as value of assets not sufficient. However, an interim report would be made if further purchases were made. **Update:** The telephone box value has been increased to £4,500, the bench on Booth Bed green has also been added to the insurance. All computer equipment is currently covered under the policy including the mobile phone purchased for the supervisors, although the phone's value is little more than that of the excess on the policy. **Completed.**
  - iii. Risk Register Actions:
    - i. Item 5. (11) Update to say the Emergency Procedures have been written but require testing. **Action:** Clerk to update the finance section with details of Scribe Accounts and then request testing.
    - ii. Staff Committee to ensure that all contracts of employment and job descriptions are up to date. Clerk to have contracts reviewed by Employment Law expert (Free of charge). Contracts were reviewed and the Clerk's contract needs updating in line with the Village Hall Supervisor format but should include the holiday entitlement for a member of staff in service more than 5 years – **Action:** Clerk to Update Contract. **Update:** Contract of employment for new Staff includes relevant updates.
    - iii. Item 13. Add 'Amenities to check the condition of all assets, once per year'. **Action:** Clerk to schedule check in August 2021. **Completed.** In progress via Amenities, VHMC & Clerk
    - iv. Item 15. Add 'VHMC to check School's Buildings Insurance once per year at renewal time'. **Action:** Clerk to establish renewal date and VHMC to check with School at least two months before renewal date. **Update:** School informed VHMC that they would be using a new insurance company from September on an all-risks policy which would only cover the risk to the school if the school hired out the hall. Clerk to look at increasing the PC insurance to cover hiring of the joint use areas

including the Hall, School Kitchen, Lounge, Bar Servery, Committee Room, toilets etc. The school confirmed that the structure of the building is insured. **Further Update:** Insurance company has confirmed that 3<sup>rd</sup> party public liability cover for hirers is covered under the PC policy, however, groups, clubs, societies, and businesses are to be reminded they must have their own cover and must provide a copy of the policy when making bookings. VHMC to investigate specialist Village Hall cover which may provide additional cover for tenant's improvements. **Completed.**

iv. Standing Orders updates

- Add reference to Emergency Procedure to Standing Orders once the Emergency Procedure is adopted – **In progress**

- v. Village Hall Recharge - Clerk to request the promised recharge reports from the School Business Manager. **Partially completed:** All invoices for the recharge for 2019/20 have been received. And the payment approved. Recharge and has not yet issued an invoice for 2019/20 or 2020/21. **Update:** A report of the invoiced added to the recharge from 1<sup>st</sup> April 2021 has been received from the school, and the invoices for year from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 were received on 21<sup>st</sup> September 2021. **Action:** Clerk to reconcile invoices against the recharge for 2020/21 and report to the Council. Clerk also to request an invoice for the recharge for 2010/20 and make payment to CEC.

**7. Financial position vs. budget for the quarter ended 30<sup>th</sup> September 2021** – To consider the report (to be provide in the document pack).

**8. Draft Unaudited Accounts for the quarter ended 30<sup>th</sup> September 2021** – To consider the repot (to be provided in the document pack).

**9. Risk Register Review** - To review the current status of risks identified on the register.

**10. Budget Timetable** – To set the date of the Finance Committees review of the budget for 2022/23.

i. The budget meetings are set as follows:

- Amenities Committee – 6<sup>th</sup> October 2021
- VHMC – 11<sup>th</sup> October 2021

ii. Set date for review of draft budgets put forward by the Committees and to set the Parish Council Budget. Suggested dates 9<sup>th</sup> or 10<sup>th</sup> November 2021.

**11. To Consider Purchase of Equipment for the Clerk** – To consider purchasing a mobile phone and laptop plus relevant phone contract and software for the Clerk. See list of equipment in document pack.

**12. To Consider Use of Nat West Cheque Scanning App for paying in Cheques with a value of under £500** - Nat West now has this facility in the banking app. This would enable fast deposit of cheques under £500 into the bank account. See report in document pack

**13. To schedule a Review of Financial Regulations**

**14. To Review of Terms of Reference of Finance Committee**

**15. Minor Items and Items for the Next Agenda**

i. Selection of Internal Auditor for the 2021/22 – To consider quotations from companies to

**16. Next meeting** – Finance Committee Budget Meeting TBA, and Finance Committee Meeting on 11<sup>th</sup> January 2022.

**17. Close meeting.**