



Goostrey Parish Council

FINANCE COMMITTEE MEETING

AGENDA for the MEETING on WEDNESDAY 10th NOVEMBER 2020, at 7.30pm
in the VILLAGE HALL, MAIN HALL

1. Declaration of Interests
2. Apologies for absence.
3. Minutes of meeting of 5th October 2021
4. Actions from the Meeting of 5th October 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. The Clerk has contacted an architect, a joiner and two building companies for assistance with no response. **Action:** Clerk to contact CEC to obtain advice on building regulations. **Update:** Clerk has spoken with CEC Building Control and an architect. This matter is ongoing with the VHMC.
 - 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:
 - a. 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. **Update:** Testing of the procedures is to be carried out at handover of role to new Clerk.
 - b. 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. Standing Orders updates
 - a. 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 1st April 2021 has been received from the school, and the invoices for year from 1st April 2020 to 31st March 2021 were received on 21st September 2021. **Action:** Clerk to reconcile invoices against the

recharge for 2020/21 and report to the Finance Committee on 10th November. See item 8. Clerk also to request an invoice for the recharge for 2019/20 and make payment to CEC.

Update: Invoice requested twice, no reply from CEC.

- vi. Clerk to provide reserves report to committee members.
 - vii. Clerk to obtain quotes for leased laptops, for presentation to the Finance Meeting in January 2022.
 - viii. PM and the Clerk to review the Financial Regulations and make a proposal for any changes at the December Parish Council meeting.
 - ix. Finance Committee TOR - Clerk to add this to the Agenda of the November Parish Council meeting.
- 5. Budget 2022/23** – To review the proposed budgets from the council’s committees and to formulate a budget to put forward to the Council at the meeting on 23rd November at the latest. See attached budget report in pack.
 - 6. Review of 3-year Budget forecast** – To review the proposed budget forecast for 2022/23, 2023/24 & 2024/25
 - 7. Selection of Internal Auditor for year ended 31st March 2022** - To review the quotes in the document pack.
 - 8. Review of the VH Recharge for 2020/21** - See report in pack.
 - 9. Minor Items and Items for the Next Agenda.**
 - 10. Next meeting – 18th January 2022.**
 - 11. Close meeting.**