



Goostrey Parish Council

FINANCE WORKING GROUP

AGENDA for the MEETING on TUESDAY 18th JANUARY 2022, at 7.30pm

REMOTELY via ZOOM

1. Declaration of Interests
2. Apologies for absence
3. Minutes of the meeting of 10th November 2021 - To accept the minutes of the meetings on 10th November 2021. View minutes at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/10/Finance-Committee-Meeting-Minutes-05102021-draft-v1-with-appendices-web.pdf>
4. Actions from the Meeting of 10th November 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. **Update:** VHMC resolved that the loft area is no longer viable for long term storage. **Action:** Clerk to inform organisations that from 1st July 2022 items will need to be stored elsewhere.
 - ii. Risk Register Actions:
 - Item 5. (11) Update to say the Emergency Procedures have been written but require testing. **Update:** Testing of the procedures is to be carried out at handover of role to new Clerk. – **In progress**
 - iii. Standing Orders updates
 - Add reference to Emergency Procedure to Standing Orders once the Emergency Procedure is adopted – **In progress**
 - iv. Village Hall Recharge - 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.
 - v. To schedule a Review of Financial Regulations - PM and the Clerk to review the Financial Regulations and make a proposal for any changes at the December Parish Council meeting.
 - vi. To Review of Terms of Reference of Finance Committee - The Parish Council resolved to adopt the Terms of Reference for the Finance and Amenities Committees with immediate effect. **Completed.**
 - vii. Selection of Internal Auditor for the 2021/22 – The Parish Council resolved to accept the recommendation of the Finance Committee to accept Quote 1 at cost of £337.50 + VAT and appointed the supplier as Internal Auditor for the year ended 31st March 2022. **Completed.**
 - viii. Clerk to raise a cheque Payable to the Royal British Legion for £30.00 and to add this amount to the Payment Schedule for November 2021. **Completed.**
5. Financial position vs. budget for the quarter ended 31st December 2021 and Reserves Report
6. Draft Unaudited Accounts for the quarter ended 31st December 2021

7. **To Consider the Purchase of Equipment for the Clerk** – Clerk to obtain quotes for leased laptops and mobile phone, for presentation to the Finance Meeting in January 2022. See report in document pack.
8. **Grant funding application** – To consider grant applications. See report in document pack.
9. **Village Hall recharge 2020/21** – To review the charges the school has paid on behalf of the Village Hall. See report in document pack.
10. **Rationalisation of the Parish Council Deposit Accounts** – To consider consolidating the NS&I Account and Skipton Account.
11. **Government Support Grants for COVID-19 Omicron** – To consider applying for the support grant for the Village Hall.
12. **Next meeting** – Tuesday 5th April 2022

Motion: The Parish Council resolves to move to Part Two to discuss confidential items relating to staff payments and benefits.

PART TWO

MEMBERS OF THE PRESS AND PUBLIC ARE ASKED TO RETIRE.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, as extended by the Local Government Act of 1972, the press and public are excluded from the meeting for the discussion of the undermentioned items on the grounds that the publication of the matters would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.

13. **Staff Matters** – Pension Scheme and Employer Contributions
14. **Close meeting**

Join Zoom Meeting

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Participants joining by phone only can use *6 to mute and unmute their phone or *9 to raise their hand in the meeting