

ST GERMANS PARISH COUNCIL

Chairman: Mrs Patricia Pipe

Clerk: Mrs Emily Young – Tel: 07845 130596 Email: clerk@stgermansparishcouncil.gov.uk

Website: www.stgermansparishcouncil.gov.uk

Minutes of the virtual Finance and General Purposes Committee meeting on Wednesday 18th November 2020 at 7.00pm

Present

Cllr D Carter (Chair), Cllr P Pipe, Cllr G Mackeen and Cllr B Skelton

1. Declarations of Interests and Dispensations

- 1.1 To receive declarations of interest from Councillors on items on the agenda
 - 1.2 To receive written requests for dispensations for disclosable pecuniary interests
 - 1.3 To grant any requests for dispensations as appropriate
- There were no declaration of interests made.

Public participation

There were no members of the public present.

2. Apologies for absence

Cllr Witton sent his apologies for a double booking. Accepted by all.

3. Approval of minutes of virtual F&GP Committee meeting held on Monday 20 July 2020

It was proposed by Cllr Carter and seconded by Cllr Mackeen that the minutes be approved. All were in favour. The minutes to be signed by Cllr Carter.

4. Review budget and actuals to-date plus 'vire' money into grants

Each Councillor reviewed Form 1 which showed the current budget, actual spend to 30 Sept 2020 (half year) and amount left to spend. It was proposed by Cllr Pipe to increase the Section 137 budget from £1500.00 to £2300.00 reducing repairs and maintenance by £800.00. It was also proposed to increase the grants budget from £1500.00 to £4500.00, reducing Repairs and Maintenance by £3000.00. This was seconded by Cllr Skelton and agreed by all.

5. Set 2021/22 budget against anticipated expenditure

Each Councillor reviewed Form 2 which showed previous years actual spend against budgets. The Councillors worked down the form entering the proposed budget for 2021-22 against each expenditure heading. The budget total for 2021-22 has been set at £66,060.00. It was proposed to slightly decrease the precept amount to £55,060.00 with £11,000.00 being taken from reserves. This was proposed by Cllr Pipe and seconded by Cllr Mackeen. All in favour.

6. Review current internal auditor

The Clerk briefed the committee on the work of the existing internal auditor. Cllr Skelton proposed that Clive Murphy is retained for the next year. Seconded by Cllr Mackeen. Agreed by all.

7. Review risk management

The risk management document was circulated to all by the Clerk and the Committee reviewed any key risks facing the Parish Council. All Committee members agreed that the

internal controls in place and the services of specialist external bodies along with the insurance cover are deemed to be good at this time. Cllr Skelton proposed that the Risk Management paper is approved, this was seconded by Cllr Pipe. Agreed by all.

8. Review asset register

The asset register was circulated to all. Committee members asked for the Clerk to check regarding the valise and a picture, otherwise the list appeared current. Cllr Skelton proposed it was approved, seconded by Cllr Mackeen. Approved by all.

9. To discuss internet banking

The Clerk mentioned that since covid-19 it appears that most Parish Councils use internet banking when making payments instead of issuing cheques. Cllr Carter asked about the safeguards and procedures that can be put in place for using internet banking. The Clerk was also asked to 'look into' a new bank and account for the current money outside the FSCS protection as perhaps this could be an on-line account. Further information to be provided.

10. To agree and make recommendations for the Parish Council for 2021/22

It was agreed to make the following recommendations back to full council to accept:
~increasing the current Section 137 budget to £2300.00 (from £1500) and Grant budget to £4500.00 (from £1500) and reduce the Repairs and Maintenance budget from £20000.00 to £16,200.00.

~the 2021-22 budget of £66,060.00 with a precept of £55,060.00.

~to continue working with the internal auditor Clive Murphy.

~to approve the current asset register and risk management paper as circulated.

~the clerk to make enquiries about the safeguards and procedures when using internet banking, and following this looking into an online bank account for the money currently outside FSCS protection.

Meeting closed at 8.20pm.

Signed as a true record of the meeting.....
Chairman

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Date