

# ST GERMANS PARISH COUNCIL

Chairman: Cllr Patricia Pipe

Clerk: Mrs Emily Young – Tel: 07845 130596 Email: [clerk@stgermansparishcouncil.gov.uk](mailto:clerk@stgermansparishcouncil.gov.uk)

Website: [www.stgermansparishcouncil.gov.uk](http://www.stgermansparishcouncil.gov.uk)

## **Minutes of the Finance and General Purposes Committee meeting on Wednesday 10<sup>th</sup> November 2021 at 10am in the Eliot hall, St Germans**

### **Present**

Cllr P Pipe, Cllr G Mackeen, Cllr N Witton 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**

No apologies received.

### **3. Election of a Chairperson**

It was proposed by Cllr Mackeen to elect Cllr Pipe. Seconded by Cllr Witton. Agreed by all.

### **Cllr Skelton joined the meeting.**

### **4. Understand and agree Terms of Reference (TOR)**

Cllr Pipe read out the Terms of Reference (below). It was proposed by Cllr Mackeen to adopt. Seconded by Cllr Witton. Agreed by all.

Copy of TOR:

#### **Finance and General Purposes Committee 2021\22**

#### **Terms of Reference**

To prepare the annual budget for approval by Full Council; to oversee financial procedures of the Council and carry out budgetary control monitoring; to monitor expenditure by other committees. To deal with other matters as required and to monitor and ensure the effective and efficient administration of the Council's business as a whole.

Maximum number of seats = 6

Members appointed – Cllr Pipe, Cllr Witton, Cllr Skelton and Cllr Mackeen

Quorum = 3

Chairperson appointed = Patricia Pipe

### **5. Approval of minutes of F&GP Committee meeting held on 18 November 2020**

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

## 6. Review budget and actuals to-date – Form 1

Budget monitoring document which compares between the budget set and the actual expenditure to 31.10.2021 with predictions to year end 31.03.2022

Details	2021/22 Budget	Actual to 31.10.21 (7 months)	Left to spend (predicted year-end) based on budget to 31.03.2022
	£	£ (ex VAT)	£ (ex VAT)
Insurance	1,500.00	1,513.32	-13.32
Audit Fee	650.00	712.12	-62.12
Parish Magazine	1,400.00	657.63	742.37
Burial Ground	2,000.00	710.00	1290.00
Tideford lighting	100.00	42.99	57.01
Section 137*	1,500.00	1000.00	500.00
Grants	4,000.00	300.00	3700.00
Repairs/Maintenance	25,000.00	5446.57	19553.43
Election Expenses	1900.00	0.00	1900.00
Parks/Open Spaces	6,000.00	2314.56	3685.44
Sundry Expenses	350.00	50.00	300.00
PROW	1,000.00	1305.00	-305.00
Subscriptions	750.00	683.45	66.55
Traffic Management	0.00	0.00	0.00
General Admin	1,800.00	455.39	1344.61
Clerks Salary	15,000.00	7424.74	7575.26
Clerks Pension	360.00	281.60	78.40
Mileage costs	600.00	106.40	493.60
Professional fees	1000.00	1601.49	-601.49
Capital expenditure	500.00	0.00	500.00
Hall Hire	650.00	229.00	421.00
<b>Total</b>	<b>£66,060.00</b>	<b>£24,834.26</b>	<b>£41,225.74</b>

Each Councillor reviewed the original Form 1 at the meeting which showed the current budgets, actual spend to 31 October 2021 (7 months) and the amount left to spend. It was asked that the Clerk tidied up this form to reflect the exact amounts in each column (as some items were around the wrong way) and the order of the details were best reflecting the same order as the Clerks excel spreadsheet. This has been done and is shown above in Form 1. It was proposed by Cllr Witton to approve Form 1. This was seconded by Cllr Mackeen. Agreed by all.

## 7. Set 2022/23 budget against anticipated expenditure – Form 2

Each Councillor reviewed Form 2 which showed previous years actual spend against budgets. The Councillors worked down the form entering the proposed budget for 2022-23 against each expenditure heading. The budget total for 2022-23 has been set at £80,760.00. It was proposed to not increase the precept amount of £55,060.00 and to use reserves for the difference of £25,700.00. This was proposed by Cllr Witton and seconded by Cllr Skelton. All in favour.

## **8. Review current internal auditor**

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

## **9. Review Financial Regulations 2019**

It was noted that we follow these regulations.

Cllr Witton abstained on such a motion as he had not read the 2019 regulations or received any training in this matter and therefore could not be competent to do so and approve such a motion.

Cllr Witton asked why we have the regulations on our website.

## **10. Review existing Grant form & policy**

The form and policy were reviewed by all. It was proposed by Cllr Witton to add a clause that for all organisations in the Parish they need to spend the assigned grant money within 2 years of issue. This will also be added to the covering letter. Seconded by Cllr Skelton. Agreed by all

## **11. Review risk management – Form 3**

The risk management document was circulated to all by the Clerk and the Committee reviewed any key risks facing the Parish Council. Quarterly scrutiny of bank statements and review of bank balance in line with FSA guidelines were to be added otherwise all Cllrs 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 Witton. Agreed by all.

## **12. Review asset register – Form 4**

The asset register was circulated to all. Cllr Witton asked for the Clerk to enquire about depreciation on council assets. Cllr Skelton proposed the current register was approved, seconded by Cllr Mackeen. Approved by all.

## **13. To discuss internet banking & pre-paid payment card**

The Clerk mentioned that since covid-19 it appears that most Parish Councils use internet banking when making payments instead of issuing cheques. For security reasons the Cllrs wish to remain making payments by cheques with 2 signatories.

Cllr Skelton suggested an 'account' is set-up with stationers and other suppliers to avoid using personal card for payment.

Unity Bank seems to be the bank most PCs use. Clerk to enquire further about the safeguards and procedures that can be put in place for using internet banking. The Clerk was also asked to look at opening a new account with NS&I to transfer the extra money outside of £85,000.00 FSA recommendations.

## **14. To agree and make recommendations for the Parish Council for 2022\23**

It was agreed to make the following recommendations back to full council to accept:

~the 2022-23 budget of £80,760.00 with a precept of £55,060.00.

~to continue working with the internal auditor Clive Murphy.

~to review the Financial Regulations 2019.

~to amend and update the current Grant Policy form.

~to approve the current asset register and risk management paper with updates as discussed.

~to open a saver deposit account with NS&I to move the money across which falls outside of FSA limit.

**Meeting closed at 11:55am.**

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

Chairman

.....  
Date

DRAFT