

Minutes of the Meeting of the Finance and Staffing Committee on  
Wednesday 4<sup>th</sup> March 2020 at 6.00pm  
at Parish Council Meeting Room.

**Present**

Cllr Tubb (Chairman)  
Cllr Judge  
Cllr Wyatt  
Cllr Watton  
Cllr Duffield

**In attendance**

Clerk E Barry and R Bennett (recording)

**20.20 Apologies**

Apologies had been received from Cllr Ronson.

**20.21 Minutes** - To approve the minutes of the last meeting – PROPOSED by Cllr Judge, SECONDED by Cllr Wyatt, AGREED and signed by the Chairman.

**20.22 Declarations of Interest**

There were none.

**20.23 Public Participation**

There were no members of the public in attendance.

**20.24 Financial Situation Reports**

- i. Reconciliations  
Reconciliations had been completed prior to the meeting and balanced.
- ii. Month-end report and budget status February 2020  
It was reported that with one month left of the financial year there looked to be surplus at year end of £65k.
- iii. Community Centre
  - Contract sum forecast  
The contract sum remained unchanged since the last meeting. There was work still ongoing to look at further savings but there was a current forecast of £1.816,714 which would exceed the contract sum by £18k. With a contingency of £20k this would still leave £5899 underspend.  
It was stated that the build was currently just over two weeks behind schedule due to the unseasonably bad weather.
  - Income/Expenditure  
It was highlighted that the current expenditure was just over £500k, with £393k of funds received and £108k of funds to be drawn down from S106/NHB monies. The Clerk updated that there had been no delays in receiving payments and drawing down from the New Homes Bonus scheme had that this had been a smooth and quick process. The Clerk also highlighted that the monthly VAT returns were processed quickly.
  - Cash flow/schedule of payments – no change to schedule of payments

- review of invoices

There were four main invoices for the Community Centre details on the breakdown as follows:

1. Hayward Smarts – this was their monthly Contract Administrator fee
2. Edgar Taylor – invoice to be approved at the meeting
3. Dawn Lodge – payment as per contract for work completed to date
4. CBG –for completed work completed to date with confirmation from the architect/CA that this work had been done.

- iv. Payments to be agreed

**MOTION:** to recommend payment of invoices PROPOSED by Cllr Judge SECONDED by Cllr Watton and AGREED.

It was highlighted that due to an error by the payroll company, members of staff had been taxed incorrectly and were due for a refund. It was explained that the Parish Council (PC) would be credited by HMRC for the member of staff still in employment by the PC and that credit would then be paid to the relevant member of staff. There was no cost to the parish council.

**MOTION:** to agree transfer of tax refund transaction for a member of staff PROPOSED by Cllr Wyatt, SECONDED by Cllr Judge and AGREED.

#### 20.25 Year End & Audit

The Clerk updated that RBS were visiting on 5 May to do the usual close down. They were also coming in March to carry out some training with the clerk. The Clerk confirmed that they were waiting a date from the new internal auditors for the end of year audit.

#### 20.26 Interim Audit

The Clerk updated that the interim audit (by the newly appointed auditor) had taken place on Monday 24 February 2020 and a draft report produced. There were a few errors and adjustments that the Clerk was sending to the auditor and following this the report would be shared.

#### 20.27 Risk register – review and recommendation

The Chairman had updated the risk registered and highlighted the following changes:

- No 3 (Health and Safety) had been merged with No 9 as same risk.
- No 14 (Breach of the GDPR) had been merged with No 6 (Breach of general Legislation including GDPR).
- No 16 (Community Centre Build) had been removed as referred to the commencement of the build which had now taken place.
- No 19 (Pandemic Outbreak) this was a new risk and referred to the recent outbreak of coronavirus. It was noted that the clerk, assistant clerk and administrator would be able to work from home if necessary and if required parish council business would be put on hold if meetings to make decisions could not be convened. It was highlighted that signs had been put up in the office for staff and visitors to wash their hands when entering the building. The Chairman stated that a discussion would need to take place at the Community Centre Committee in relation to any steps that might need to be taken with the contractor if the build was interrupted.

#### 20.28 Allotments

- i. VAT

The Chairman updated that when the parish council opted to tax the park they believed that VAT was also chargeable against the allotments and had agreed that the parish council would absorb that minimal cost. The Clerk had recently received conflicting advice on whether the allotments should be included under VAT or were in fact outside the scope. Cllr Watton agreed to write to

HMRC for their advice and the Clerk would also contact the National Association of Local Councils (NALC). The following amended motion was put forward:

**AMENDED MOTION:** to agree to take advice from HMRC and NALC and discuss further the treatment of VAT payments on park allotments PROPOSED by Cllr Tubb, SECONDED by Cllr Watton and AGREED.

ii. Deposit for keys & reporting on the Accounts

The Clerk updated that the audit had picked up that the deposit held for keys needed to be treated separately from the income received from the allotment rents. Historically they had been included as income. An adjustment would be made at the end of year close down and they would be coded as a liability going forward.

**20.29 Date of next meeting**

30 March – 7pm (afternote: due to COVID-19 and change in government guidelines since this meeting, the date was changed to 7<sup>th</sup> April at 5pm, to be held virtually.)

Signed.....Date .....