

MINSTER PARISH COUNCIL
POLICY & FINANCE COMMITTEE

**Minutes of the Committee meeting held on Tuesday 25th May 2021
in the Neighbourhood Centre, 4a Monkton Road, Minster at 6.30pm.**

Present: Councillors Day, Mrs. Gimes (Ex-Officio), Crow-Brown, Owen, Quittenden and Mills.

In Attendance: Kyla Lamb (Clerk/RFO), Clare Wilsdon (Assistant Clerk)

Apologies were received from Cllr Dr. Jones.

24. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Quittenden be elected Chairman of the Committee for the year 2021/22.

Councillor Quittenden in the Chair

25. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Danny Day be appointed Vice Chairman of the committee for the year 2021/22.

26. MEMBERS' INTERESTS

No declarations of interest, or deregistration, were made.

27. MINUTES

RESOLVED: that the minutes of the meeting held on the 5th January 2021 be approved and signed by the Chairman.

28. ACCOUNTS TO 31ST MARCH 2021

The Clerk submitted documentation for the following :-
Profit and Loss and Balance Sheet to 31 March 2021

RESOLVED: that the Profit and Loss and Balance Sheet to 31st March 2021 be accepted.

29. ALLOCATION OF RESERVES 31ST MARCH 2021

Members considered the allocation of reserves submitted by the Clerk and
RESOLVED that the reserves allocation be approved.

30. REVIEW OF THE ANNUAL RISK MANAGEMENT STATEMENT

Members considered the updated Annual Risk Management statement for the forthcoming year and:

RECOMMENDED: to Council that the document be approved and the Chairman signs the Risk Management Statement on behalf of the Council.

31. **REVIEW OF THE SYSTEM OF INTERNAL CONTROL**
Members considered the Statement of internal Control and
RECOMMENDED: to Council that the document be approved and the Chairman and Clerk sign the Statement on behalf of the Council.
32. **APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2020-21**
Members considered The Annual Governance statement for 2020-21.
RECOMMENDED: to Council that the Annual Governance Statement be approved and that the Chairman and Clerk sign and date the Statement on behalf of the Council.
33. **APPROVAL OF ACCOUNTING STATEMENTS FOR 2020-21**
Members considered the Accounting Statements and supporting documents as provided by the Clerk Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2020-21.
RECOMMENDED: to Council that the Accounting Statements and supporting documents be approved and signed and dated by the Chairman on behalf of the Council.
34. **REVIEW OF FIXED ASSET REGISTER**
Members **AGREED** that the fixed asset register be accepted.
35. **ALL WEATHER PITCH INCOME AND EXPENDITURE**

The Clerk has updated a summary of the income and expenditure from 2008 to 2021 for the pitch. The Clerk reported that the deficit of income over expenditure this year is £-2350 due to reduced income because of pitch closures while in Covid 19 lockdown. This reduced the sinking fund slightly giving a total fund to date of £98,558 held in reserves.

Signed:

Chairman
Meeting closed at 7.05 P.M.