

**Minutes of the Finance and Risk Committee Meeting held on
Monday 13th July 2021 at 7pm**

The meeting was held in the Lower Hall of the Village Centre

**Present: Cllrs I. Clarke (Chairman), K. Clarke, Puddephatt, Westbury, Dennis and Purcicoe
Vikki Arkell (Clerk & RFO)**

2 members of the public were present online and 1 in the room

F20.47 To receive any apologies for absence

None – Full attendance

F20.48 To receive any declarations of interest

None received

Items to receive or note

F20.49 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda

No members of the public chose to speak

Items to approve

F20.50 To accept the 16th March 2021 F&R Committee meeting minutes as accurate

The Committee resolved to accept the minutes as accurate

F20.51 Fire Risk Assessment Invoice for payment – report is not produced until after invoice is paid

The Committee resolved to accept the invoice for payment to allow for the report to be presented at Full Council on the 27th July

Items to discuss and agree a course of action:

F20.52 To review and discuss the budget spend to date

The Committee reviewed the budget and had no imminent concerns

F20.53 To review and discuss the East Side Project spend to date

The Committee reviewed the ESP spend to date with no concerns raised

F20.54 Risk management review

The Committee reviewed the risk documents, the committee agreed for the Clerk to amend the current format to a format that she felt was more suitable and bring it to the next Finance and Risk meeting for review/approval

The Committee favoured a quantitative analysis of risk over high/medium/low

The Clerk shared concerns that the bank accounts would not be covered under FSCS due to the amount held. After researching the option of opening an additional bank account, unfortunately, banks aren't currently taking on community banking customers. The Committee requested that the situation be monitored.

F20.55 To discuss internal financial control procedures and review the financial control statement

The Committee resolved to accept the internal financial control procedure statement

F20.56 To review the financial regulations re delegated spend limit in an emergency:

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether there is

any budgetary provision for the expenditure, subject to a limit of £999. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter

The Committee resolved to amend the financial regulations to allow an emergency spend of up to £5000 net in consultation with two Committee Chairman.

F20.57 To nominate a Councillor to carry out the 1st quarter internal audit

Cllr Westbury offered to carry out the 1st quarter internal audit, Cllr Puddephatt will observe to then be able to do the 2nd quarter audit

F20.58 Items for future Agenda

Addition to Financial Regulations re ex gratia payments to staff – NALC to be consulted

**Minutes of the Finance and Risk Committee's Meeting held on
Monday 18th October 2021 at 7:00pm**

The meeting was held in the Lower Hall, The Village Centre

Present: Cllrs I. Clarke (Chairman), K. Clarke, Puddephatt Westbury, Dennis and Purcicoe
Vikki Arkell (Clerk & RFO)

F20.59 To receive any apologies for absence

None

F20.60 To receive any declarations of interest

I Clarke - F21.71c as a member of the Allotment Association

K Clarke – F21.71a as a member of Farnsfield Cricket Club

Items to receive or note

F20.61 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda

No members of the public chose to speak

Items to approve

F20.62 To accept the 13th July 2021 F&R Committee meeting minutes as accurate

The Committee accepted the 13th July 2021 F&R Committee meeting minutes as accurate

Items to discuss and agree a course of action:

F20.63 The budget spend to date

The Committee reviewed the budget spend to date. The Council were grateful that the Village Centre Income was higher than expected due to a better recovery from COVID-19 than expected. It was discussed that there is still a large budget for playground refurbishments and the purchase of chairs for the Village Centre that was planned for this financial year that has not been actioned or spent. The Clerk to send out an email to Councillors to remind the Council that these projects are outstanding.

F20.64 2022-2023 budget planning including budget headings

Cllr Puddephatt joined the meeting

The Clerk previously circulated some notes with suggestions for additional, amended and removal of budget heading. The Clerk will work with the feedback from the Committee to create the draft budget for November's meeting.

F20.65 The Adobe software subscription

The Committee suggested finding a way to have the features of the software for free

F20.66 The applications for an additional bank account

The Committee resolved to apply for a Co-Op and Stirling Bank account.

F20.67 The reviewed Risk Management Scheme

The Committee resolved to accept the Risk Management Scheme for adoption

Cllr Dennis abstained from Voting

F20.68 The Q1 & Q2 Audit and the effectiveness of the audit process

Q1 and Q2 were completed with no cause for concern. The Clerk shared concerns that the audit process is not being completed fully as the current process and forms are confusing, the Clerk suggested it be made simpler to make sure it is monitoring all parts of the accounts. Cllr I Clarke and the Clerk will work on a simpler proforma that makes sure all



areas are being audited and will include the review of VAT. Cllr Westbury and Cllr Puddephatt will redo the Q1 and Q2 to test the new process and make sure a full audit has been completed.

F20.69 Grants:

- a. The remaining funding to be awarded and the change of use of the grant awarded to Farnsfield Cricket Club

The Committee resolved to pay the remaining £1500 for the installation of the fence between Wilsons Field and the Cricket Club

The Committee will ask the Full Council to make the decision regarding the change of use of the grant – [Clerk to add to the agenda for October 26th](#)

- b. The report and receipts to award the Farnsfield Pre School grant
On review of the receipts the Committee resolved to pay the preschool grant of £3350 – [The Clerk to action](#)

- c. The grant application from Farnsfield Allotment Association
The Committee was unable to read some of the application and was therefore unable to assess the application in its entirety. The Committee asked the Clerk to ask FAA to fill in the application again, the Committee also requested that the FAA be more specific within the application – [The Clerk to action](#)

F20.70 Microshade Cloud Hosting for Rialtas

The Committee discussed the renewal of the contract, the Committee resolved to give the months' notice to end the contract and back-up the accounts package using Office 365 – [The Clerk to action](#)

F20.71 Items for future Agenda

**Outstanding FAA Water Bill
Budget**



Minutes of meeting of the Finance and Risk Committee of Farnsfield Parish Council held at 7pm on Tuesday 9th November 2021

Present: Cllrs K Clarke, C Puddephatt, B Westbury and D Purcicoe

Also Present: V Arkell (Clerk & RFO)

Cllr I Clarke and Cllr Dennis were present online; they were able to participate in the meeting but not able to vote.

Cllr Westbury chaired the meeting in Cllr I Clarke's absence

F20.72 To receive any apologies for absence

None - Cllr I Clarke and Cllr Dennis were present online

F20.73 To receive any declarations of interest

None

F20.74 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda

**A resident asked if the grant applications can be published when they are on the agenda –
The Clerk will investigate this**

F20.75 To accept the 18th of October 2021 F&R Committee meeting minutes as accurate and to update on any outstanding tasks agreed at the previous meeting

The Committee resolved to accept the 18th of October minutes as accurate

F20.76 The grant application from Farnsfield Allotment Association

The Committee had concerns on the effect the waste from the toilet will have on ground including the crops and would like the FAA to seek advice from an expert who can ensure there will be no detrimental effects from the toilet.

This was deferred to the next F&R meeting whilst more information was requested

F20.77 The water bill payment from the Farnsfield Allotment Association

Cllr Westbury has been in contact with the FAA and has so far been unable to come up with a suitable agreement. The Committee requested that the Clerk continue to request the figure calculated and suggest that the FAA put in their own water meter to track water usage

F20.78 The appointment of an internal auditor to perform the formal Internal Audit

Following Farnsfield Parish Council policy to change auditor every 3 years, the Clerk will look for a new internal auditor

F20.79 The draft 2022-2023 budget

The Committee discussed the draft budget – the budget will be amended to be presented to Full Council for further discussion. Committee to give any further feedback to the Clerk before being presented to Full Council

F20.80 Items for future Agenda

FAA Grant application

FAA Water Bill



**Minutes of the Finance and Risk Committee Meeting of Farnsfield Parish Council held at
8.10pm on Tuesday 11th January 2022**

Present: Cllrs. I Clarke (Chairman), K. Clarke, Puddephatt, Westbury, Dennis and Purcicoe
Also Present: Vikki Arkell (Clerk & RFO)

F20.81 To receive any apologies for absence
None- Full Attendance

F20.82 To receive any declarations of interest
No declarations received

F20.83 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda
No members of the public chose to speak

F20.84 Update on bank signatory change and new bank account applications
The signatory change has been completed for Mansfield and Unity bank accounts. The Stirling bank application was turned down before full application was completed. The Co-Op application is still with Co-Op with no response to date. The application has been verbally accepted with Cambridge Building Society

F20.85 To accept the 9th November 2021 F&R Committee meeting minutes as accurate and to update on any outstanding tasks agreed at the previous meeting
The Committee resolved to accept the minutes as accurate

F20.86 The 2021-2022 budget status and spend to date
The Clerk outlined that there are no concerns within the spend to date or the budget status and is pleased that the Village Centre and Acres income had exceeded expectation. The “normal” income has resulted in the General Reserves of 18k allocated on the budget not being required

F20.87 Reserves, CIL and S106 status
The Clerk outlined that the General Reserve is still quite high however this will likely lower with the projects planned over the next 12 months. As previously mentioned at a Full Council meeting the CIL (April 2022) has been given a 12-month extension to spend. The CIL from April 2022 will have been spent by March 2022

F20.88 The reformatted quarterly audit procedure and the Q1 & Q2 audit findings
The Clerk explained that the reformatted procedure allows the quarterly audit to be done remotely if required. The Committee resolved for Cllr I Clarke to carry out the audits as he has good knowledge of the reports, this will ensure they are done thoroughly and are effective in finding any anomalies or errors in the finances

F20.89 The recommend an internal auditor to perform the formal Internal Audit to Full Council
The Clerk contacted 4 auditors. The Clerk had 2 quotes from available internal auditors. The Committee will recommend that Full Council accept Quote 008 from Dixon Accountancy for £110

F20.90 Finance checks on successful tenderers for the upcoming large projects
Cllr I Clarke outlined what can be done to check the financial security of the suppliers for the upcoming large projects. Cllr I Clarke recommended keeping this in mind however wouldn't recommend further action until final contractors have been agreed



F20.91 The 2022-2023 budget

The Committee resolved to accept the budget as the final budget to recommend to Full Council

F20.92 The 2022-2023 precept calculations and agree the precept request to be recommended to Full Council

The Committee resolved to recommend that Farnsfield Parish Council request a precept of £85,372 which would result in an estimated Band D increase of 0.06%

F20.93 To agree the date of the next meeting

The Committee agreed the next meeting to be held on Tuesday 8th March

F20.94 Items for future Agenda

None



**Minutes of the Finance and Risk Committee Meeting of Farnsfield Parish Council held
at 7.00pm on Tuesday 8th March 2022**

Present: Cllrs I Clarke (Chairman), Westbury, K. Clarke, Dennis, Puddephatt, and Purcicoe
Also Present: Vikki Arkell (Clerk & RFO)

F20.95 To receive any apologies for absence
No apologies – full attendance

F20.96 To receive any declarations of interest
No declarations made

Items to receive or note

F20.97 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda
No members of the public chose to speak

F20.98 Update on bank signatory change and new bank account applications
The Clerk informed the Committee that the signatory changes for the banks had been made and an additional bank account had now been opened and the initial opening deposit made

Items to approve

F20.99 To accept the 11th January 2022 F&R Committee meeting minutes as accurate and to update on any outstanding tasks agreed at the previous meeting
All tasks had been completed and the Committee resolved to accept the minutes as accurate

Items to discuss and agree a course of action:

F20.100 The Q3 audit findings
Cllr Clarke completed the Q3 audit. He gave an overview to the Council and the Council had no further comments or questions

F20.101 The Risk Management Register/Scheme and the High Risks to be resolved in 21-22
The Committee accepted the updated Risk Management Register/Scheme, as well as the updated high risks to work to reduce during 22-23

F20.102 Updates to the Financial Regulations to be recommended to Full Council
Cllr Clarke reminded the Committee to read through the Financial Regulations and if they felt any changes should be made to contact the Clerk before May 10th

F20.103 The 2021-2022 budget status and spend to date
The Committee reviewed the budget and spend

F20.104 End of year reserves and recommendations to Full Council for further reserves
The Clerk previously circulated recommendations for movements to ear marked reserves. The Committee discussed reserves held and resolved to recommend movements as outlined by the Clerk, to the Council at the next full council meeting



F20.105 CIL and S106 spend status

The Committee reviewed the CIL and S106 spend. The Clerk highlighted the spend required by 2023. The Committee requested for the Clerk to contact community spaces to discuss the best kept village funding held

F20.106 VAT status

The Clerk circulated the VAT analysis and explained the Council's VAT position. The Council thanked the Clerk for keeping on top of it.

F20.107 To agree the date of the next meeting

The next meeting will be on the 10th May

F20.108 Items for future Agenda

None