

FINANCE WORKING GROUP MEETING 11th September 2023, 12pm – Parish Office

Notes of Meeting

Present: Karen Ripley (Clerk/RFO); Cllr Nick Brown; Cllr Sean O'Hara; Cllr David Todd

1. **Bank Reconciliations** – the Clerk / RFO confirmed that:
 - reconciliations have been completed to 31/8/23 for account 1 (Unity Trust Current account), 31/3/23 for account 2 (deposit account) and to 22/8/23 for account 5, Cambridge & Counties Bank.
 - Reconciliation Reports and bank statements have been reviewed by a FWG Member (DT) up to 31/8/23 for accounts 1 and 31/3/23 for account 2, and up to 22/8/23 for account 5, Cambridge & Counties Bank.
2. **Matters Arising from previous meetings**
 - **Deposit with CCLA** – not yet complete – priority (asap).
 - **Asset Inventory** – demo completed with RBS (Clerk) – target completion date 31/12/23.
3. **Budget Monitoring 23/24 – to end August (month 5) 2023** – Members considered the detailed Income and Expenditure Report. There were no virements required at the current time.
Discussions / explanations included:
 - 307/4070 Working Contingency – balance at 31/8/23 is £13,612, after moving two amounts to cover approved expenditure: £1,155 for RDC to install VAS infrastructure (22/23-88d) and £675 for vegetation clearance at Bishops Meadow for drain maintenance (23/24-24).
 - 102/1153 Grants and Donations Income – receipts of £2,300 represent: £2,000 from donation for defibrillators (purchase price for Hackwood area £1,445 plus general ongoing maintenance all defibs £555) plus £300 contribution from Shayler's Funfair. £555 has been moved to Earmarked Reserve 351 Defibrillators.
 - 101/4021 Office Rent – paid up to Nov, so only Dec-March remaining – on track.
 - 101/4012 Elections – bill for PC contribution towards May Elections not received yet. £500 available plus more in EMR. Uncontested so shouldn't be too high!
 - 101/4027,4028 PWLB Loan – first instalments paid – next in January. Clerk has chased Streetlights for new Inventory to send to power supplier for reductions following upgrades.
4. **Terms of Reference FWG** – Cllr Todd to draft.
5. **Recreation Ground Charges review** – including RUFC fees and lease – Clerk to check on costs of field and pavilion; DT/Clerk to review early October, when DT available.
6. **Review of Effectiveness of Internal Controls 23/24** – this has been completed by Cllr Todd, against the checklist in the JPAG (Joint Panel on Accountability & Governance) Practitioners' Guide. Members satisfied that all controls are good and effective, and that the Council can

answer positively the relevant question in Section 1 of the 23/24 AGAR at year-end. This has to be reported to full council, so will be on the agenda for the PCM 18/9/23.

7. **Further (third) banking Institution** – no further progress to date. Clerk to remind Cllr Todd which banks have already refused us an account, so he can investigate others. Clerk to finalise the application forms for the interim transfer of £25,000 to a Public Sector Deposit Fund account with CCLA. They require a detailed resolution to open the account, which states who the signatories will be. The Clerk has included a more detailed resolution on the agenda for the PCM on 18/9/23.
8. **Roll-out of Microsoft 365 to Members (email)** – the licences are all set up and some Members have set up their email accounts. However, some are having issues. The Clerk to investigate assistance / training sessions that Cllrs could do to guide on M365.
9. **Risk Management** – six monthly progress report due to PCM 18/9/23 – Cllr Todd and the Clerk had produced a summary of actions and prioritised. The Clerk will give an update on progress at the PCM.
10. **External Audit 22/23** – the Clerk reported that the External Auditor has completed the Audit and returned the AGAR, with their Report and Certificate (Section 3 of the AGAR), which states: *“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”* No matters of concern were raised. The Clerk will produce the necessary paperwork to advertise and complete the Audit and update the website and notice boards accordingly.
11. **Internal Audit 22/23 recommendations** – these will be considered by the Clerk and Cllr Todd prior to the next FWG meeting. One of the recommendations was to reconcile the data in the payroll systems to the payroll data in the finance system at least annually, and this will be done for the 22/23 year-end, prior to the next FWG meeting.
12. **Explanation of Precept document** – Cllr Todd to finalise for PCM 18/9/23.
13. **Recommendations to PCM 18/9/23**
 - **Review of Effectiveness of Internal Controls 23/24** - to note the review has been completed and the accept the findings of the FWG that the internal controls are satisfactory and effective.
 - **Public Sector Deposit Fund account with CCLA** – to approve a detailed resolution as required by CCLA.
 - **External Audit 22/23** – to receive and note the External Auditor’s Report and Certificate showing a positive outcome, with no issues raised.
14. **Date of next FWG Meeting** - Thursday 5th October 2023, 5pm, Parish Office.