

Minutes
Burton-in-Lonsdale Parish Council
Finance Committee Meeting
7.30pm Thursday 29th April 2021

Convened under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020; 7th April 2020 to 7th May 2021
venue:

<https://us02web.zoom.us/j/85889525922?pwd=dVVUVStYY0dqYUtGSFkvQ2hERClQOT09>

tiny url: <https://tinyurl.com/mjjdamrp>

Present: Councillors Handley, Shaw and Thompson.

In attendance: the Clerk.

Election of Chairman for the Meeting

Resolved Cllr Thompson was elected to chair this meeting.

114/2020 **Code of Conduct and Disclosable Pecuniary Interests**

To record any Councillor's Disclosable Pecuniary Interest relating to this Agenda's items
None were declared.

The Clerk drew the meeting's attention the Code of Conduct recently adopted by Craven District Council; the District Council invites parish councils to adopt the Code of Conduct. This item will be on the next full council meeting agenda.

115/2020 **Annual Accounts for the year ended 31st March 2021**

- a) Review of accounts for the year to 31.3.21; any amendments: audit and Annual Return procedures

The draft Annual Accounts for the year ended 31 March 2021 were circulated to the committee prior to the meeting for examination (appendix 1) A difference of 10p was noted which will be resolved after this meeting.

Resolved

There are no amendments to the draft Annual Accounts.

Annual Audit

The Internal Auditor has offered a date for audit of 18th June 2021, which has been accepted by the Clerk. The internal audit will be conducted remotely, with digital documents being supplied by the Clerk.

Resolved

The Annual Governance and Accountability Return will be completed after approval by the full council.

- b) Annual Governance and Accountability Return Part 3 for consideration and approval:

- Section 1: Annual Governance Statement

Resolved

The Chairman and Clerk (Responsible Finance Officer) to review

AGAR Part 3 Section 1 outside the meeting and circulate responses to the Finance Committee, so that the Committee may make its recommendations to Full Council.

- Section 2: Accounting Statements year ended 31st March 2021
Variances that are 15% different to the previous year require an explanation.

Resolved

The items 1 to 10 to take figures from annual accounts (see appendix 2).

The following explanations to be offered for variances 15% different from the previous year:

Box 3 Total Other Receipts: COVID related grants £20636

Box 4 Staff Costs: Clerk's salary increase from £11/hr to £11.30/hr & increased hours

Box 6 Total Other Payments: Recreation Field works £2,925; New play equipment £2720

Boxes 7 & 8: COVID related grants £20636

Box 10 Total Borrowings: Decreases by fixed amount of £1800 p.a. (PWL B).

Clerk to ensure previous year's figures (2019-20) are correct.

- Annual Governance and Accountability Return: signing of Accounting Statements

Resolved

The Accounting Statements to be recommended to full council and to be approved at full council.

- Public Rights: suggested inspection dates (30 working days); web publication date

Resolved

The period for the exercise of public rights to inspect the Accounts to be between 14th June and 23rd July after the AGAR has been approved by the full council. Notice to be posted 11th June 2021.

- c) Risk Assessments Review (physical and financial); insurance cover and recommendations for 2021-22

Risk Assessments

Cllr Shaw has examined the risk assessments; the risk assessments relating to COVID will require review in light of new COVID restrictions. The Multi Use Games Area (MUGA) also to be included.

Insurance

The Chairman indicated the MUGA may be taken on by the Parish Council; in any case, the Clerk to check with insurer if the MUGA is already included under the Public Liability section relating to the Recreation Field for the period 1st June 2021-31st May 2022.

116/2020 Recommendations to full Council

- a) To recommend the 2020-21 annual accounts with/out amendment(s) be agreed, subject to the internal audit

Resolved

To recommend to full council the annual accounts for the year ended 31 March 2021 as per Appendix 1.

- b) To propose to full council the items in 2b above.
To propose at the full council meeting on 27th May 2021 the Annual Governance and Accounting Return (AGAR) be completed as resolved in item 2b above.
- c) To submit AGAR Return 2020-21 Part 3 to the external auditor by latest 2nd July 2021
Resolved
To recommend to full council the AGAR Part 3 2020/21 be submitted to the external auditor.
- d) To recommend the risk assessment findings with/out amendments, and any subsequent amendments to insurance cover.
Resolved
To recommend to full council the risk assessments be amended to reflect item 2c.
- e) To review insurance provision for the period 1st June 2021 to 31st May 2022 under 3rd year of 3 year agreement.
Resolved
The Clerk to report to full council the results of enquiries regarding Public Liability insurance for the MUGA.

117/2020 Finance for April 2021

- a) Bank balances, including receipts since statement date
The Clerk reported finances as per the Appendix 3.
- b) Payments of budgeted and non budgeted items April 2021
The below list of payments was circulated to the Committee for information prior to this meeting:

chq #	<u>Payments April 2021</u>	<u>VAT</u>	<u>Gross</u>
	Octopus Energy re March pavilion		
D/D	electricity	2.39	50.12
2518	NYCC: street lighting energy Apr 20 - Mar 2021	216.32	1,297.92
2519	S Gregory; April salary		138.36

Resolved
To approve the above payments; to sign cheques outside the meeting.

118/2020 Date, time and venue next Parish Council meeting

The Chairman explained that, as of 7th May 2021, council meetings must be held face to face. The Village Hall has sufficient room to hold meetings giving councillors and the public enough room to space themselves from each other. The insurer's advice about how to hold a Covid secure face to face meeting recommends keeping the meeting as short as possible and it only being attended by people who are absolutely necessary. Therefore any item that has no urgent business (for example the routine reports) should be removed from the agenda, limiting it to only include items which require discussion or decisions. The public announcement of the meeting should explain that the meeting is open to the public but people should only consider attending if they need to participate in an item on the agenda. This would of course mean that they could still attend to make a statement or raise an issue because that would

still be an agenda item.

Cllr Handley suggested a booking system might be used to help manage how many people attend meetings.

The Chairman proposed and it was

Resolved

The agendas are for essential items requiring discussion and/or decisions only; that the public announcement explains the meeting is open to the public, advising attendance only if participation in an agenda item is required. The public may also make a statement, or raise an issue. The public to be encouraged to book in with the Clerk, to help manage numbers attending.

A formal risk assessment to be done for meetings; to request sight of the Village Hall Committee's risk assessment for Hall users.

Resolved

The below provisional meeting dates, COVID restrictions prevailing at date:

13 May 2021: Recreation Field Committee meeting; 7.30pm, Sports Pavilion

27 May 2021: Annual Parish Council & full council meeting; 7.30pm Village Hall

24 June 2021: Annual Parish Meeting; 7.30pm Village Hall

The meeting closed at 8.10pm.

Signed

Dated

Appendix 1

Year Ended 31st March 2021 Draft Accounts

year end <u>31.03.20</u>		year end <u>31.03.21</u>
<u>Receipts</u>		
17,000.00	Precept	17,500.00
72.86	Bank Interest	16.30
300.00	Sundry Income	0.00
7,958.56	Grants/Donations	712.90
0.00	COVID grants	20,636.00
2,797.00	Hire Fees	925.00
374.09	Miscellaneous	205.46
1,716.70	VAT Refund Received	6,019.99
<u>30,219.21</u>	Total Income	<u>46,015.65</u>
<u>Payments</u>		
1,072.40	Administration	1,040.32
2,393.52	Staff Costs	2,810.58
0.00	Section 137 Payments	238.90
6,942.08	Village Projects	8,808.63
984.72	Utilities excl Rec Field	1,062.76
580.58	Street Lights Maintenance	0.00
1,926.36	Street Lights Loan repayment	1,887.48
1,788.29	Maintenance	3,296.08
3,325.17	Rec Field Committee	5,938.33
2,742.33	Sports Pavilion project	0.00
3,052.65	Sports Pavilion: maintenance	1,568.86
328.00	Subscriptions	370.00
1,347.98	Insurances	1,386.92
0.00	Room Hire	214.97
490.00	Audit Fees	490.00
0.00	Donations	0.00
151.48	Sundries	179.32
0.00	Elections	0.00
0.00	Petty Cash	0.00
3,201.75	VAT Paid	3,327.70
<u>30,327.31</u>	Total Expenditure	<u>32,620.85</u>

Cumulative Fund Balance

<u>y.e. 31.3.20</u>		<u>y.e. 31.3.21</u>
32,389.53	Balance brought forward	32,281.43
<u>30,219.21</u>	Add total receipts	<u>46,015.65</u>
62,608.74		78,297.08
<u>30,327.31</u>	Less total payments	<u>32,620.85</u>
<u><u>32,281.43</u></u>	Balance carried forward	<u><u>45,676.23</u></u>

Appendix 2

Variances 2020-21

		Last Year 2019-20	This Year 2020-21	Variance £	%age change
Box					
	Balances Brought				
1	Forward	32,390	32,281	-109	-0.34%
2	Annual Precept Received	17,000	17,500	500	2.94%
3	Total Other Receipts	13,219	28,516	15,297	115.72%
4	Staff Costs	2,394	2,810	416	17.39%
	Loan Interest/Capital				
5	Payments	1,926	1,887	-39	-2.00%
6	Total Other Payments	26,007	31,698	5,691	21.88%
7	Balances Carried Forward	32,281	45,676	13,395	41.50%
8	Total Cash & Investments	32,281	45,676	13,395	41.50%
9	Total Fixed Assets	220,720	226,659	5,939	2.69%
10	Total Borrowings	4,500	2,700	-1,800	-40.00%

Appendix 3

April 2021

Bank Balances, including receipts

Current Account at 15.04.21		300.00
Business Reserve A/c at 15.04.21		<u>53,717.31</u>
		54,017.31
Receipts 15 Mar to 15 Apr 2021	<u>8,036.40</u>	
Interest	0.40	
Lonsdale Archers	36.00	
CDC COVID re-start grant	8,000.00	
Less: unrepresented cheques at 15 April 2021		<u>-355.00</u>
		<u>53,662.31</u>

Commitments as at 15th April 2021

Very Old and Separate Churchyard:		
Lych Gate Restoration grant		200.00
Safety Notice, memorials (400) & 190		552.75
Clerk's Retirement Gratuity provn (3% gross annual salary) (ye 2018 2225.70; ye 2019 2297.51)		2,380.29
Village Cricket & Sports Days surplus (2017-2019) for future events		346.22
VE Day Commemoration Group re 75th anniversary		400.00
Pavilion hot water system upgrade		1,870.00
Rural Watch Scheme		200.00
Budget remaining as at report date	<u>17,920.84</u>	
	23,870.10	

General Reserves at 15.04.21 **29,792.21**

Contingency Fund within General Reserves (resolution 12/11/18)		5,000.00
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