

**Minutes**  
**Burton-in-Lonsdale Parish Council Finance Committee Meeting**  
**7.30pm Thursday 14<sup>th</sup> May 2020**

**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; 7<sup>th</sup> April 2020 to 7<sup>th</sup> May 2021  
<https://us04web.zoom.us/j/3599951068?pwd=RVRjNnI5ajdzVVc2TzMrVNaLzROdz09> [tiny url: <https://tinyurl.com/yauv824b> ]

**Present:** Councillors Handley, Shaw, and Thompson; one member of the public

**Apologies:** None.

**In attendance:** the Clerk.

Election of Chairman for the Meeting

**Resolved** Cllr Thompson was elected to chair this meeting.

**1** **Code of Conduct and Disclosable Pecuniary Interests**

To record any Councillor's Disclosable Pecuniary Interest relating to this Agenda's items

None were declared.

**2** **Annual Accounts for the year ended 31<sup>st</sup> March 2020**

- a) Review of accounts for the year to 31.3.20; any amendments: audit and Annual Return procedures

The draft Annual Accounts for the year ended 31 March 2020 were circulated to the committee prior to the meeting for examination (appendix 1)

**Resolved**

There are no amendments to the draft Annual Accounts.

The Clerk confirmed the internal audit will take place as per the usual schedule, as most items can be conducted remotely, using email/video conferencing.

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

- b) Annual Governance and Accountability Return (AGAR) Part 3 for consideration and approval.

The Chairman read out each item of the Annual Internal Audit Report section for the benefit of the public. This section is to be completed by the internal Auditor.

**Resolved**

Item K: Cllr. Shaw requested a further discussion and email response outside the meeting.

- Section 1: Annual Governance Statement

For the benefit of the public, the Chairman read out each section of the Statement and gave explanations or examples of actions taken.

**Resolved**

Items 1-8 to be answered as 'Yes'; item 9 'not applicable'

- Section 2: Accounting Statements year ended 31<sup>st</sup> March 2020

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).

Items 1, 3 and 10 to be explained as follows:

Item 1: Donations £7958; VAT refund £1716; increased pavilion hire takings £1133; increased field hire takings £222; surplus from village events £182; TOTAL = £11,211.

Item 3: Grants received 2018-19: £16,511; 2019-20 £7,958

Item 10: Decreases by fixed amount of £1800 p.a. (PWLB)

- 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 15<sup>th</sup> June and 24<sup>th</sup> July after the AGAR has been approved by the full council.

- c) Risk Assessments Review (physical and financial); insurance cover and recommendations for 2020-21

Financial Risk Assessment

**Resolved**

To check the insured value of the sports pavilion is up to date; to confirm the value bands for buildings insurance.

General Physical Risk Assessment

**Resolved**

To add the following items to the assessment: Recreation Field risks: defibrillator; Community Orchard risks: fencing alongside road, around the disused mine shaft and at stream gully exit to river.

### **3 Recommendations to full Council**

- a) To recommend the 2019-20 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 2020 as per Appendix 1.

- b) To propose to full council the items in 2b above.

**Resolved**

To propose at the full council meeting on 28<sup>th</sup> May 2020 the Annual Governance and Accounting Return (AGAR) be completed as resolved in item 2b above.

- c) To submit the Annual Governance & Accounting Return 2019/20 Part 3

**Resolved**

To recommend to full council the AGAR Part 3 2019/20 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 the addition in item 2c.

- e) To review insurance provision for the period 1<sup>st</sup> June 2020 to 31<sup>st</sup> May 2021 under 2<sup>nd</sup> year of 3 year agreement.

**Resolved**

The Clerk to report to full council the results of enquiries regarding buildings valuations.

**4 Finance for May 2020**

- a) Bank balances, including receipts since statement date

The Chairman suggested, and it was

**Resolved**

The presentation of the monthly Finance Sheet be amended to give a clearer statement of the council's finances on a monthly basis.

- b) Payments of budgeted and non budgeted items May 2019

This item will be dealt with at the full council meeting of 28<sup>th</sup> May 2020.

**5 Date, time and venue next Parish Council meeting**

**Resolved**

The next meeting to be held at 7.30pm, Thursday 28th May, via ZOOM internet meeting.

The meeting closed at 8.40pm

**Signed** .....

**Dated** .....

**Appendix 1**

**Receipts and Payments for the Year Ended 31st March 2020 (Draft)**

year end <b><u>31.03.19</u></b>		year end <b><u>31.03.20</u></b>
	<b><u>Receipts</u></b>	
16,500.00	Precept	17,000.00
44.48	Bank Interest	72.86
300.00	Sundry Income	300.00
16,511.06	Grants/Donations	7,958.56
1,553.96	Hire Fees	2,797.00
712.01	Miscellaneous	374.09
4,801.50	VAT Refund Received	1,716.70
<u>40,423.01</u>	Total Income	<u>30,219.21</u>
	<b><u>Payments</u></b>	
1,057.90	Administration	1,072.40
2,393.52	Staff Costs	2,393.52
170.00	Section 137 Payments	0.00
9,563.70	Village Projects	6,942.08
902.34	Utilities excl Rec Field	984.72
74.72	Street Lights Maintenance	580.58
1,965.24	Street Lights Loan repayment	1,926.36
1,371.37	Maintenance	1,788.29
3,111.78	Rec Field Committee	3,325.17
1,562.88	Sports Pavilion project	2,742.33
942.51	Sports Pavilion: maintenance	3,052.65
576.00	Subscriptions	328.00
1,310.17	Insurances	1,347.98
120.00	Room Hire	0.00
280.00	Audit Fees	490.00
0.00	Donations	0.00
378.16	Sundries	151.48
125.00	Elections	0.00
0.00	Miscellaneous	0.00
0.00	Petty Cash	0.00
2,798.28	VAT Paid	3,201.75
<u>28,703.57</u>	Total Expenditure	<u>30,327.31</u>
	<b><u>Cumulative Fund Balance</u></b>	
20,670.09	Balance brought forward	32,389.53
40,423.01	Add total receipts	30,219.21
<u>61,093.10</u>		<u>62,608.74</u>
28,703.57	Less total payments	30,327.31
<u>32,389.53</u>	Balance carried forward	<u>32,281.43</u>

**Appendix 2**

	Last Year 2018-19	This Year 2019-20	Variance £	%age change
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Box

1	Balances Brought Forward	20,670	32,390	11,719	56.70%
2	Annual Precept Received	16,500	17,000	500	3.03%
3	Total Other Receipts	23,923	13,219	-10,704	-44.74%
4	Staff Costs	2,394	2,394	0	0.00%
5	Loan Interest/Capital Payments	1,965	1,926	-39	-1.98%
6	Total Other Payments	24,345	26,007	1,663	6.83%
7	Balances Carried Forward	32,390	32,281	-108	-0.33%
8	Total Cash and Investments	32,390	32,281	-108	-0.33%
9	Total Fixed Assets	218,955	218,390	-565	-0.26%
10	Total Borrowings	6,300	4,500	-1,800	-28.57%