

Minutes
Burton-in-Lonsdale Parish Council Finance Committee 7.30pm
Thursday 18th April 2019
Sports Pavilion, Bentham Moor Road, Burton

Present: Councillors. Handley, Shaw and Thompson (Chair)

Apologies: None

In attendance: the Clerk.

1 Code of Conduct and Disclosable Pecuniary Interests

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

There were none declared.

2 Annual Accounts for the year ended 31st March 2019

- a) Review of accounts for the year to 31.3.19; any amendments: audit and Annual Return procedures

Draft accounts were circulated to the Committee prior to this meeting.

Resolved

There were no amendments to the draft accounts.

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

- Section 1: Annual Governance Statement

Resolved

All sections were discussed and agreed unanimously.

This will be stated at the Annual Parish Meeting, highlighting the unaudited accounts will be available online by 1st July 2019; the audited accounts will be available online by 30th September 2019.

- Section 2: Accounting Statements year ended 31st March 2019

All figures were discussed; box 10 total borrowings at year end 31st March 2018 was found to have been incorrectly stated (not commented on by either internal or external audit); the figure should read 2018: £8,100 total borrowings, 2019: £6,300 total borrowings, as per PWLB schedule.

Resolved

To correct the stated total borrowings as at 31st March 2018 as £8,100; detailed explanations of variances of +/- 15% to be given The figures to be submitted to be as per Appendix.

- Annual Governance and Accountability Return: signing of Accounting Statements

Resolved

The Responsible Financial Officer and Chairman to sign the Accounting Statements before the Annual Meeting of the Parish Council on 23rd May 2019.

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

The external auditor's suggested dates are between 17th June and 26th July 2019.

Resolved

The dates of the period for the exercise of public rights to be between 17th June and 26th July 2019.

- c) Risk Assessments Review (physical and financial); insurance cover and recommendations for 2019-20
The assessments were discussed; whilst no changes to the physical risk assessment appeared necessary, it was noted the recent installation of CCTV on the Recreation Field may be an additional financial risk, as a formal code of practice must be followed, and the 2018 Data Protection Act must be observed. Clerk to confirm with council's insurers that CCTV installation operation is covered by the current policy.

Resolved

No changes to the physical risk assessment are required.
To amend the financial risk assessment to reflect the recent CCTV installation.

3 Recommendations to full Council

- a) To recommend the 2018-19 annual accounts with/out amendment(s) be agreed, subject to the internal audit
Resolved
To recommend to full council the draft accounts, without amendments.
- b) To propose the items in 2b above.
Resolved
To propose at the annual full council meeting on 23rd May 2019 the Annual Governance and Accounting Return (AGAR) be completed as resolved in item 2b above.
- c) To submit AGAR Return 2018/19 Part 3
Resolved
To recommend to full council the AGAR Part 3 2018/19 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 financial risk assessment be amended to reflect the addition of CCTV.
- e) To review insurance provision for the period 1st June 2019 to 31st May 2020 under 2nd year of 3 year agreement
The council's insurer has confirmed the 2nd year of the agreement is at a slightly higher cost, (£1310.17 in 2018, £1,347.98 in 2019) which was not made clear in the initial agreement.
Resolved
To continue the agreement and to monitor policy costs.

4 Finance for April 2019

- a) Bank balances, including receipts since statement date
The April bank statement was not yet available; a monthly statement of the finances will be circulated after this meeting.
- b) Payments of budgeted and non budgeted items April 2019
Resolved
The following payments are approved:

		VAT	Gross
D/D	ICO initial payment		35.00
2306	C Edmondson: pavilion cleaning March 2019		30.00
2307	Vinyl Banners Printing: banner for Rec Field		34.99
	Burton Communication Group: website re transparency		
2308	code		100.00
2309	S. Dent: work on Community Orchard		80.00
2310	Lawsons Hazelwood Ltd: rock for Orchard	15.00	90.00
2311	S Gregory: salary, expenses April 2019	0.25	161.16
	M Illsley: materials re Rec Field Gates re-		
2312	furfb		49.28
D/D	PWLB: loan repayment		968.04

5 Date, time and venue next Parish Council meeting

Resolved

The full council to meet at 7.30pm on Thursday 23rd May, at the Village Hall, Burton in Lonsdale.

Meeting closed at 8.45pm.

Signed

Date

Appendix

Variances 2018-19 Annual Accounts

Box		Last Year 2017-18	This Year 2018-19	Variance £	%age change
1	Balances Brought Forward	21,726	20,670	-1,056	-4.86%
2	Annual Precept Received	15,509	16,500	991	6.39%
3	Total Other Receipts	8,035	23,923	15,888	197.74%
4	Staff Costs	2,323	2,394	70	3.02%
5	Loan Interest/Capital Payments	2,004	1,965	-39	-1.94%
6	Total Other Payments	20,272	24,345	4,072	20.09%
7	Balances Carried Forward	20,670	32,390	11,719	56.70%
8	Total Cash and Investments	20,670	32,390	11,719	56.70%
9	Total Fixed Assets	198,145	217,999	19,854	10.02%
10	Total Borrowings	8,100	6,300	-1,800	-22.22%