

FINANCE REVIEW - MINUTES

Old Newton with Dagworth & Gipping Parish Council
Tuesday 23rd November 2022 – 7.30pm at Cllr Goudy's home address
– Yew Tree Farm, Brown Street, Old Newton

Present: Cllr Miller (Chairman), Cllr Goudy, Cllr Clements (Vice-Chairman), Cllr Hardman and Karen Hall-Price (Clerk & RFO)

1. Year End Accounts: 2021/2022

- This year's external audit with PKF LittleJohn, the Clerk felt the audit went well. There was an additional request for more detailed information as the auditors picked up on the increased spending on dog bins that didn't match the assets register. This was due to only 1 extra bin being purchased the remaining additional costs were from the increased costs of the emptying service with additional bins purchased previously.
- The internal audit with Trevor Brown – The report was identified at the monthly meeting of the parish council on 1st June 2022 (Pg 909 refers) of the parish council minutes refers. The clerk felt this year's audit went very well, however Trevor has stated that he will not be available for the next financial year as he is aiming for retirement.
- Cllrs reviewed the effectiveness of the internal audit. The arrangements have been more than acceptable as this was completed by visiting the Clerks home address to complete the audit so that all files and information can remain with the Clerk. However as reported Trevor Brown has confirmed that he will not be undertaking our Audit for the next financial year as he is retiring. We will need to find an alternative internal auditor. SALC offer this service at a cost of circa £249.00. Trevor used to cost us circa £200.00. The SALC audit would be conducted remotely via linked portal for uploading documents. The Clerk is unsure of any other local auditors that would be experienced in parish council accounts and requirements by PKF LittleJohn. Recommendation for the next 12 months to use SALC and then re-assess next year.

2. Half Yearly Review of Finance / Cash Book – Internal Controller report

The cash book has been circulated to all Cllrs and the committee showing the accounts payments and receipts for the year-to-date accounts. The clerk confirmed that the finances are reported on monthly at each full meeting and documented accordingly in the monthly minutes. Internal control meetings took place on 6th May 2022 and on 18th November 2022 with Cllr Hardman. Cllr Hardman confirmed that a transparency check is done cross referencing the clerks' spreadsheets with the bank statements and paperwork held. A few sample checks were undertaken.

3. Asset Register & Insurance Review

The Asset Register was reviewed with some changes made at this time and documented for review again in March at the financial year end. Defibrillator Cabinet has been added onto the register, bus shelter and village sign were uplifted in terms of value on the asset register identified at the 2021 finance review meeting. Should Cllrs consider having the chain of office re-valued. It was last valued in 2015.

The insurance review was agreed at the October monthly parish council meeting 2022 (minute reference pg 937 refers) where the Parish Council ratified and agreed to move to the CAS suggested insurance provider Ansvar Insurance. Our current insurance ran out end of September. The Clerk agreed to switch prior to the October meeting with a view to confirm and make payment following Cllrs vote and discussion at the October meeting. It is still felt that CAS understand the needs and requirements for Parish council insurance. The parish council agreed at the October 2022 meeting to approve the 3-year long-term undertaking to receive further cost savings. The insurance is due for review again in 2025.

4. GDPR Policies & Procedures / Financial Regulations and Standing Orders

- The financial regulations were updated and adopted in October 2020 and should be looked at again this financial year. Clerk to check for any updated / recommendations from SALC or NALC and ensure the regulations have been tailored to Old Newton with Dagworth & Gipping Parish Council.
- The Standing Orders were updated and adopted in October 2020 and should be reviewed again this financial year. Clerk to check for any updated / recommendations from SALC or NALC.
- The Code of Conduct was updated and agreed to adopt by Cllrs at the 4th May 2022 monthly parish council meeting (meeting reference pg 905 refers).
- ICO – Data Protection Subscription has been set up as a direct debit payable annually in September at £35.00 per annum.

- The following GDPR policies are in place: Clerk has agreed to review these and update where necessary but it was accepted that there has not been any legislative changes recently.
 - Subject Access Request (SAR) Policy & Procedure – May 2019
 - Freedom of Information Policy – May 2019
 - Data Protection Policy – May 2019
 - Document and Electronic Data Retention Policy – June 2019
 - Community Notice Board Policy – July 2019
 - Training and Development Policy – March 2020

5. Risk Assessments

The general financial risk assessment was reviewed in November 2020 to include electronic banking. No other amendments have been made. Agreed that the financial risk assessment is still valid.

Physical risk assessments for the Phone box need to be done for now and again when we have replaced the shelving, doors are on an automatic return and any apparent trip hazards to be identified. Also to look at the physical risk assessment for SID maintenance and Ward Green, Little Wood and the Cemetery.

6 mthly walk of the graveyard by the cemetery committee to identify dropped graves still needs to take place. One dropped grave was raised by resident and was corrected and topped prior to remembrance service by Ian – Cemetery maintenance. A dedicated cemetery committee risk assessment still needs to be written and an investigation into the needs of the new entrance and pathways for the new part of the cemetery still needs to be addressed. Agreed in the new year to hold a review of the cemetery. Cllr Hardman went through the new Defra policy and reported to full council at the December 2021 monthly meeting (meeting reference pg 870 refers).

6. Budget & Precept Discussion for 2022 / 2023

Cllrs went through the budget and the committee suggested budget figures to be tabled at the December meeting including.

7. Ringfenced Projects from Reserves.

- Cemetery £3,400.00 + £6,000 CIL money ring fenced for Proposed works required for pathways on new part of the cemetery?
- Contingency £15,000.00
- Elections 2023 £500.00 –
- Speed reduction £100.00 – Replacement Batteries if required
- Parish Plan £500.00

8. CIL Total CIL Retained at end of 2021-2022 financial year = £15,154.71.

We declared that £11,154.71 of this was ringfenced for cemetery pathways and £4,000 was ringfenced for the jubilee benches at the end of the financial year.

2022 - 2023 No CIL payment received to date. **Starting balance of £15,154.71.** Estimated that we will have **£6,007.11** remaining without allocating anything towards the Bowls Club.

CIL spent since last financial year to be declared for accounts 22-23 - £5,000 – Village Hall Refurbishment grant funding, £2,747.60 – 4 x Jubilee Benches with CIL agreed to spend this financial year but not spent yet of £1,400 – installation of jubilee benches and possibly Bowls club request for grant funding - ?

2021 – 2022 £6,618.38 + £4,463.78 = £11,082.16 - less £623.99 Defibrillator cabinet purchased.

2020 - 2021 £2,231.89

2018 – 2019 £2,464.65

9. Any Other Items for the attention of the Parish Council – to be included at the December meeting

- Remove cemetery until the January meeting.

9. Date of Next Meeting – Wednesday 7th December 2022 – 7.30pm

10. Meeting was closed 21.59hrs