

WRENTHAM PARISH COUNCIL

Minutes of the Meeting of Wrentham Parish Council Finance Committee held at The Village Hall at 6:30pm on Monday 23rd May 2022

Present: **The Chairman** – Cllr Ian Watson
 Councillors – Cllr Lindsay Hanger, Cllr Lucinda Hutson, Cllr Trevor Oram, Cllr David Reeves.
 The Clerk – Mrs Frances Bullard
 Members of Public – None

		ACTION
1	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Cllr David Fletcher.	
2	DECLARATIONS OF INTEREST	
	All as Sole Trustees of the Village Hall.	
3	END OF YEAR ACCOUNTS	
	<p>Draft Accounts were reviewed line by line – The Chairman reminded all these are for internal use only. £32,487 in reserves (partly for VAS replacement). The Accounts will be taken to the full PC Meeting for adoption.</p> <p>Asset Register is regularly reviewed and equipment replaced/maintained.</p> <p>CIL was discussed – consultation will take place with residents as to how to spend the significant amount of CIL from the Chapel Road development. The Clerk will contact ESC to check CIL money spend by dates.</p> <p>Online banking is now in place with The Clerk, The Chairman & Cllr Hutson having access. The Clerk will transfer the remainder of the Lions donation to the current account as it has been spent throughout the year on defib supplies.</p> <p>Jubilee Planters - £50 is allocated for each planter – The Clerk has made contact with those who maintain them to remind them that this can be claimed.</p> <p>Allotments – all allotment holders paid via bank transfer – there is one vacant plot which the Clerk will fill from the waiting list.</p>	<p>FB</p> <p>FB</p>
4	INTERNAL/EXTERNAL AUDIT	
	<p>The Chairman prepared annual management accounts which were passed to the Internal Auditor (Rosie Carter) along with supporting documentation. Rosie has prepared published accounts and conducted the internal audit. No issues were raised.</p> <p>The Chairman confirmed that as both our income & outgoings are under £25000 for the year we will be able to declare ourselves exempt from a Limited Assurance Review.</p> <p>Councillors were satisfied that all adequate controls are in place - SAGE balances to Bank Account and is reviewed by The Chairman each month, Risks are reviewed on an ongoing basis – annual review of Insurance, Asset Register regularly reviewed – Every item of expenditure is approved at a full Council Meeting. Online banking is working well with all transactions requiring authority of 2 of the 3 signatories.</p> <p>All documents will be taken to full PC Meeting for completion and approval.</p>	

5	TRANSPARENCY CODE	
	The Clerk will collate information and ensure it is published on the website by 30.6.2022 to comply with the Code.	FB
6	ANY OTHER BUSINESS	
	The Clerk confirmed a VAT reclaim will be progressed.	FB

There being no further business the meeting closed at 7:20pm.

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