

WRENTHAM PARISH COUNCIL

**Minutes of the Meeting of Wrentham Parish Council Finance Committee held at The Village Hall
at 6:30pm on Monday 19th June 2023**

Present: **The Chairman** – Cllr Ian Watson
 Councillors –Cllr Lucinda Hutson, Cllr Keith Perry
 The Clerk – Mrs Frances Bullard
 Members of Public – None

| | | ACTION |
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| 1 | APOLOGIES FOR ABSENCE | |
| | Apologies were received and accepted from Cllr David Fletcher & Cllr Lindsay Hanger. | |
| 2 | DECLARATIONS OF INTEREST | |
| | All as Sole Trustees of the Village Hall. | |
| 3 | END OF YEAR ACCOUNTS | |
| | <p>The Budget Sheet having previously been circulated, was shared and reviewed line by line – The Chairman reminded all this is for internal use only.</p> <p>Spending has increased this year as two new VAS signs (£8402) were purchased from reserves.</p> <p>It was noted that the PC Insurance premium had doubled this year (£649) after the previous insurer pulled out of the market. The Clerk will add PC Insurance to the July meeting Agenda to allow adequate time for quotations to be obtained.</p> <p>Support to the Village Hall last year totalled £14,310 - the amounts are higher than usual due to CIL monies being used to fund Phase 1 & 2 of drain repair work.</p> <p>The Clerk confirmed she has submitted a VAT reclaim for £6163.55 - £4293.63 of this relates to the Village Hall.</p> <p>Asset Register was reviewed -</p> <ul style="list-style-type: none"> • Bench recently purchased in honour of David Reeves' long service is to be added. • Hi-Viz vests are to be removed as these are expendibles. • Flagpole at Village Hall to be added. • The Chairman and Cllr Hutson will do a walk around the village on 27th June 2023 to check all assets are present and in good order. <p>CIL spending suggestions – spreadsheet shared and reviewed –</p> <ul style="list-style-type: none"> • Cllr Perry spoke re some suggestions he has made to the VHMC – converting part of the kitchen to an office for the new Hall Manager & an extension above the existing Games Room – however the VHMC are not currently supportive of these. • Cllr Perry advised additional storage is needed at the Village Hall. • The Clerk will contact Cllr Annette Dunning to see if she has revised costings for the work to improve the area outside 26 High Street. • Several of the CIL suggestions relate to Highways and the Finance Committee felt that a meeting with Highways would be necessary to progress these. • The Clerk will chase ESC re work on the Children's Play area. • The Clerk will also contact Emma Dye, who previously attended a PC | <p>FB</p> <p>FB FB FB</p> <p>IW/LH</p> <p>FB</p> <p>FB</p> |

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| | Meeting, to see if she has made any progress in relation to her suggestions for facilities for youngsters in the village. | FB |
| 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. The Finance Committee will recommend the adoption of these accounts to the full PC Meeting.</p> <p>The Chairman confirmed that as both our income & outgoings were over £25000 last year we will be subject to a full external audit & The Clerk has prepared the paperwork which will be presented at the full PC Meeting.</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 confirmed all work to comply with The Transparency Code is in hand and all documents will be published on the PC Website by 30.06.2023. | FB |
| 6 | ANY OTHER BUSINESS | |
| | None | FB |

There being no further business the meeting closed at 7:15pm.