

WRENTHAM PARISH COUNCIL

Minutes of the Meeting of Wrentham Parish Council Finance Committee held at The Village Hall at 6:30pm on Monday 20th May 2024

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

		ACTION
1	APOLOGIES FOR ABSENCE	
	Apologies were received and accepted from Cllr Lindsay Hanger.	
2	DECLARATIONS OF INTEREST	
	All as Sole Trustees of the Village Hall.	
3	END OF YEAR ACCOUNTS	
	<p>Management Accounts which have more detail and agree to the published accounts, having previously been circulated, were shared and reviewed line by line – The Chairman reminded all this is for internal use only.</p> <p>It was noted that Bank Interest has increased due to CIL monies received – this interest is transferred to the Current Account in line with guidance from ESC CIL Team.</p> <p>Village Hall accounts were reviewed - The Village Hall is doing very well and has many regular bookings. They ended the year with an £8000 surplus. The Chairman proposed that the Parish Council do not make an automatic donation for Capital projects this year but remain fully supportive as and when projects arise in addition to continuing to pay for insurance, wifi and grass cutting - this will be taken to the full PC Meeting for approval. Cllr Perry confirmed the Village Hall hold reserves in line with guidance from SALC.</p> <p>CIL – The Chairman said the challenge going forwards is CIL spending – we need to be mindful that if funds are not spent or ringfenced after 5 years there is the potential for clawback.</p> <p>The Chairman has reviewed all CIL income and expenditure – a Draft CIL report was shared with all – The Chairman has identified two items that should have been included on the 2022/23 CIL Report –</p> <ol style="list-style-type: none"> 1. VAS Signs purchased in Feb 2023 - £8402.23 2. Part of the donation to the VH for capital projects was spent on a new window for the main hall - £3,096.00 <p>These items have been added to the 2023/24 report which will be taken to the full PC meeting for approval.</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. The Finance Committee will recommend the adoption of these accounts to the full PC Meeting.</p> <p>The Chairman confirmed that as our outgoings were just 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 30.06.2024.	FB
6	ANY OTHER BUSINESS	
	<p>The Chairman spoke re support to St Nicholas Church – rules were changed late last year which means that Parish Councils can now offer limited support to churches. The Chairman as has met with Dr Drane & Cllr Fletcher at the church. The Church is Grade 1 Listed and the boiler room has been condemned. Some time ago Dr Drane received a quote for £30,000 to upgrade the heating system. Cllr Fletcher has done some research and found a company who provide external gas boilers – he has passed their details to Great Yarmouth Heating for their opinion & will report back to PC Meeting once this is received. Cllr Hutson said it is likely a Faculty will be needed as well as Listed Building Consent which could incur legal costs. There is concern as to whether the church could afford to pay heating bills if a new system were installed. The Clerk advised that Rosie Carter had suggested if an EV Charger were to be installed the electrics at the church would be upgraded free of charge. The Chairman will link with Cllr Evans to seek her opinion. Cllr Child is progressing with the church bells project & will give an update at the PC Meeting.</p>	IW

There being no further business the meeting closed at 7:25pm.