

## WRENTHAM PARISH COUNCIL

### Minutes of the Meeting of Wrentham Parish Council Finance Committee held at The Village Hall at 6:30pm on Monday 17<sup>th</sup> May 2021

**Present:**   **The Chairman** – Mr Ian Watson  
                   **Councillors** – Mr Kevin Cross, Mr David Fletcher, Mrs Lucinda Hutson, Mr Trevor Oram, Mr  
                   Mr David Reeves.  
                   **The Clerk** – Mrs Frances Bullard  
                   **Members of Public** – Mrs Lindsay Hanger

		<b>ACTION</b>
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received and accepted from Mr Keith Perry.	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	
	All as Sole Trustees of the Village Hall.	
<b>3</b>	<b>END OF YEAR ACCOUNTS</b>	
	<p>The Chairman said SAGE working well, The Clerk balances SAGE with bank statements and the Chairman then signs this off.</p> <p>The Chairman has prepared annual management accounts which were passed to the Internal Auditor (Rosie Carter) along with supporting documentation. The Internal Auditor has prepared published accounts and conducted the internal audit. No issues were raised.</p> <p>Draft Accounts were reviewed line by line – The Chairman reminded all these are for internal use only. These Accounts will be taken to the full PC Meeting for adoption.</p> <p>Asset Register has been updated and is regularly reviewed and equipment replaced/maintained.</p> <p>CIL was discussed – there is potentially £75,000 of CIL from the Chapel Road development. Priorities remain speeding, parking, footpath to Church, average speed cameras, SCC ANPR Project. Bus Shelters were discussed – replacement of these to be added to the CIL wish list.</p> <p>Jubilee Planters - £30 is allocated for each planter – The Clerk will make contact with those who maintain them to remind them that this can be claimed.</p>	<b>FB</b>
<b>4</b>	<b>INTERNAL/EXTERNAL AUDIT</b>	
	<p>Internal Audit Report reviewed – Thanks expressed to Rosie Carter for such an efficient service.</p> <p>The Chairman confirmed that as our income/outgoings are under £25000 this year we will be able to declare ourselves exempt from a Limited Assurance Review. Audit papers will still be completed and published on the PC website in due course.</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.</p> <p>All documents will be taken to full PC Meeting for completion and approval.</p>	

<b>5</b>	<b>TRANSPARENCY CODE</b>	
	The Clerk will collate information and ensure it is published on the website by 30.6.2021 in order to comply with the Code.	<b>FB</b>
<b>6</b>	<b>ANY OTHER BUSINESS</b>	
	<p>The Clerk confirmed a VAT reclaim was submitted and £3530.97 has been received - £3121.81 of this will be passed to the Village Hall.</p> <p>The Chairman said Nicky Noodles at Waveney Norse had previously offered to donate litter pick equipment to Wrentham PC – The Clerk will chase this.</p> <p>Mr Cross said the Defibrillator battery will soon need replacing – he will obtain costs.</p>	<p><b>FB</b></p> <p><b>KC</b></p>

There being no further business the meeting closed at 7:30pm.

DRAFT