

Brinsworth Parish Council

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 25 JUNE 2020

Those present :

Chairman : Cllr A Buckley

Vice-Chairman : Not Present

Councillors : Cllr Mrs P Gregory, Cllr Mrs M Hughes, Cllr Mrs M Rollinson, Cllr Mrs K Saxton, Cllr Mrs J Tompkins

Officers : Mrs G Blank, Mrs J Huddleston

2401F Public Question Time (20 minutes)

There were no members of the public in attendance.

2402F Apologies

Apologies have been received from Cllrs Ridge and Williams and the reasons given were approved.

2403F Declaration of Members' Interests

The Chairman asked Councillors to express any declarations of interest prior to the relevant item being discussed.

2404F Approval of the Minutes of the Meeting held on :-

20th February 2020

RESOLVED: That the minutes of the meeting held on 20th February 2020 are approved as a true and accurate record.

2405F To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

There were no ongoing issues to discuss.

2406F Audit

- To receive and approve the Internal Audit report for 2019/2020

The Clerk had circulated the Internal Audit report for Councillors to read prior to the meeting. The Clerk pointed out a few recommendations to improve processes but confirmed there were no areas of major concern.

RESOLVED: That the Internal Audit report is noted and approved.

Councillors thanked the Clerk and her staff for their hard work that have ensured the audit is a smooth process.

2407F Approval of the Annual Governance Statement

- To receive and approve the Annual Governance Statement for 2019/2020

The Clerk read out the statements on the Annual Government Statement one by one and they were agreed.

Due to the Covid 19 restrictions and Parish Council meetings having to be held remotely it was not possible to sign the Annual Government Statement in front of Councillors. Instead it was agreed that the Clerk and Chairman would approve the statement at a mutually convenient time taking into account social distancing measures.

RESOLVED: That the Annual Government Statement is completed and approved.

2408F Approval of the Accounting Statements

- To receive and approve the Accounting Statements for 2019/2020

The Clerk explained the figures on the Accounting Statements to Councillors and compared them to the supporting documents supplied to the Internal Auditor.

Due to the Covid 19 restrictions and Parish Council meetings having to be held remotely it was not possible to sign the Account Statements in front of Councillors. Instead it was agreed that the Clerk and Chairman would approve the Statement at a mutually convenient time taking into account social distancing measures.

RESOLVED: That the Accounting Statements for 2019/20 is approved.

2409F Financial Report

- To receive and approve the bank reconciliations for April and May 2020

The Clerk reported that the bank balance at the 25th June 2020 is £207,042.69.

Copies of the bank reconciliation for April 2020 and May 2020 had been circulated prior to the meeting and Councillors checked that the bank statements, displayed on screen by the Clerk, and bank reconciliations balanced for the period.

RESOLVED: That the financial reports for April 2020 and May 2020 are reconciled and approved.

2410F Receipts & Payments

- To risk assess the receipts and payments for April and May 2020

The Clerk had circulated a list of receipts and payments for April 2020 and May 2020 to Councillors prior to the meeting. The total for each was checked against the relevant bank reconciliation.

RESOLVED: That the receipts and payments for April 2020 and May 2020 are risked assessed and approved.

2411F Grounds Maintenance

- To approve the contract for 2020/2021

The Clerk reported that just before the Covid 19 lockdown instructions had been issued she had negotiated a 3 year Grounds Maintenance deal with RMBC. This deal means that there will be no increase in the contact cost for Grounds Maintenance for the following 3 year financial years. As the Parish Council were unable to meet at this time the Clerk had the contract approved under the system of delegated powers.

RESOLVED: That the 3 year Grounds Maintenance contract is approved.

2412F Risk Assessment

- To consider the business risks and approve the controls

The Clerk informed Councillors that the Risk Assessment should have been approved at the March 2020 Finance Meeting however due to the Covid 9 lockdown requirements this meeting was cancelled and this is the first Finance Meeting since this time.

The Clerk had circulated an updated business Risk Assessment to Councillors in March and again before the meeting and highlighted any changes that had been made.

The Clerk informed Councillors that once they adopt online banking this will need adding to the document.

RESOLVED: That the Finance and Business Management Risk Assessment is approved.

2413F Review of Effectiveness of System of Internal Control *

- To review and approve the policy

The Clerk informed Councillors that this policy should have been approved at the March 2020 Finance Meeting however due to the Covid 9 lockdown requirements this meeting was cancelled and this is the first Finance Meeting since this time.

The Clerk had circulated an updated policy to Councillors in March and again before the meeting.

RESOLVED: That the Effectiveness of System of Internal Control policy is approved.

2414F Review of System of Internal Audit *

a) To review and approve the policy

The Clerk informed Councillors that this policy should have been approved at the March 2020 Finance Meeting however due to the Covid 9 lockdown requirements this meeting was cancelled and this is the first Finance Meeting since this time.

Councillors noted that there was no change to the policy this year but as the requirements for Internal Auditors had been changed by the External Auditor this would need looking at for the next financial year.

RESOLVED: That the Review of Systems of Internal Audit policy is approved.

b) To approve the appointment of the Internal Auditor for the financial year 2020/2021

The Clerk asked Councillors to approve the appointment of the Internal Auditor for 2020/2021. The Clerk suggested that the Parish Council stick with Faye Hazlehurst of VAR who the Clerk has worked with for the last couple of years.

RESOLVED: That Faye Hazlehurst of VAR is approved as the Parish Council Internal Auditor for 2020/2021.

MEETING CLOSED: 18:40

* Press and Public Excluded