

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

MINUTES

16th APRIL 2024

FINANCE COMMITTEE MEETING
HELD IN THE VILLAGE HALL AT
19:10

Present:

Councillor P Blakeley
Councillor Mrs G Sands
Councillor T Sands
Councillor D Warrington (Chairman)

In Attendance:

Mrs Christine Gurr – Parish Clerk

Apologies for absence (received and accepted): None to receive.

Councillor Mrs C Hardingham - On holiday
Councillor Ms J Sharp - Work commitment

(To avoid possible disqualification under the 6-month rule, Councillors must provide a reason for non-attendance)

F.24.07 Review of Bank Account Statements

Members reviewed and discussed the following documents:

- Bank Reconciliation as at 31/03/24
- List of Unpresented cheques as at 31/03/24
- Current Account (42334801)
 - 001/2024 to 03/01/24
 - 002/2024 to 03/02/24
 - 003/2024 to 04/03/24
 - 004/2024 to 03/04/24
- Deposit Account (42334836)
 - 001/2023: From 06/09/22 to 05/09/23
 - Online extract to 31/03/24

Action/Comments Agreed:

It was proposed by Councillor Warrington, seconded by Councillor Mrs G Sands, and agreed, that the copy statements be accepted.

F.24.08 Review of Receipts & Payments against budget to 31st March 2024 (12 months)

Members reviewed and discussed the following documents:

- A financial report to 31st March 2024, *per* the following Appendices:
 - Appendix 1: Significant variances
 - Appendix 2: Payments
 - Appendix 3: Receipts
 - Appendix 4: Unapplied Capital
 - Appendix 5: Bank Reconciliation
 - Appendix 6: Unpresented cheques

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Action/Comments Agreed:

It was proposed by Councillor Blakeley, seconded by Councillor T Sands, and agreed, that:

- The above reports be accepted;
- Obtain a quote from Countryside Recycling in respect of Village Hall waste disposal as this company operates in the local area.

F.24.09 Review of Current Debtors/Creditors

Members reviewed and discussed a summary of current debtors and creditors which showed that the following amounts were outstanding at 31st March 2024:

- Garage Tenants - £730.19;
- County Court Judgments - £1,179.80
- Invoices – £1,235.72
- Credit Notes - £30.60 (following CH breakdown in Village Hall)

Action/Comments Agreed:

The following points were highlighted and/or action agreed on proposition by Councillor Blakeley, seconded by Councillor Warrington:

- Garages:
 - Tenant No 10 – As recovery of £217.32 has not been possible, it was proposed by Councillor T Sands, seconded by Councillor Warrington, and agreed, that this debt been written off;
 - Tenant Nos. 7, 9 & 15 – Write stating that payment should be made by a monthly bank transfer to reduce administrative costs and regularise payments. This will be reviewed at Finance Committee Meeting scheduled for 16th July 2024.
- Invoices:
 - No action required at this time
- CC Judgments:
 - Obtain advice from Martin Tolhurst Partnership (solicitors) as to what action can be taken to trace the debtor so that a Warrant of Execution in respect of Claim No. C03YP159 can be entered.

F.24.10 Appointment of Internal Auditor for 2023/24

Members reviewed the following documents:

- Email dated 26th March 2024 from Mazars LLP stating that the 2023/24 AGAR must be submitted by 30th June 2024;
- Email dated 10th April 2024 from Martin Fielder-White (Internal Auditor for 2022/23 AGAR) is available to carry out the audit for the 2023/24 Parish Council accounts.

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Action/Comments Agreed:

It was proposed by Councillor Blakeley, seconded by Councillor Warrington, and agreed, to appointment Mr Martin Fielder-White to carry out the internal audit of the 2023/24 Parish Council Accounts to meet the 30th June 2024 deadline for AGAR submission.

19:40 ***There being no further business, the meeting was closed.***

Signed:

A rectangular box containing a handwritten signature in black ink.

Finance Committee

24/45

Date:

4/6/2024.

16th April 2024