

FC Minutes 271

**Kedington Parish Council
FINANCE COMMITTEE – 8th February 2022**

Present: Councillor Stella Wilsher (Chair of Finance Committee)
Councillor Ann Naylor
Councillor Terence Wheeler

In attendance: Mr John Boxall (Clerk)

1 Welcome and Apologies

The Chair welcomed everyone present.
Apologies accepted for Cllr Woodward who cannot attend for personal reasons.

2 To receive members' Declarations of Interest on agenda items in accordance with the Suffolk Code of Conduct (and section 106 of the LGFA 1992) and to receive any member's requests for Dispensations

None declared.

3 To agree as a true record the minutes of the Finance Committee meeting held on Tuesday 11th January 2022

A resolution was put forward by Cllr Naylor and seconded by Cllr Wheeler to agree the minutes of the meeting as a true record. There were no other resolutions; unanimously agreed. Cllr Wilsher duly signed the minutes.

4 Financial Statements: Receive budget statements and any other financial reports; consider action:

4.1 Receive budget statements effective to date.

Cllr Wheeler sought clarification of the Section 137 Sundry cost code.

Clerk clarified that the receipts total of £1,727.37 was made up of:-

- a. £600 grant from the Rotary Club paid to Dellar Sports for the Activity Day on 1st July 2021
- b. £500 grant from West Suffolk Council towards the Women's Tour of Britain Cycling event on 9th October 2021
- c. £627.37 grant from Suffolk County Council to pay for the Jubilee Beacon and associated gas for the Queen's Platinum Jubilee celebrations in June 2022

Cllr Wheeler clarified that the Sec 137 Grants cost code is for money the Council budgets for to pay out in grants and the Sec 137 Sundry cost code is for money the Council receives in grants. Clerk to clarify with the Internal Auditor the best way to deal with these two cost codes.

4.2 PAYE quarterly payment.

Clerk advised that £1,635.96 had been paid on 14th January 2022.

4.3 Scribe subscription 2022/2023.

Clerk advised that as discussed at the Finance Committee meeting on 9th November 2021 this is paid for a year in advance. Therefore, having received the invoice, Clerk paid £561.60 on the 31st January 2022 for the subscription for 2022/2023. Receipt of the payment was acknowledged on 1st February 2022.

4.4 Asset register.

Councillor Naylor advised that having made enquiries with the auditor who did the Council's last internal audit, there is no need to adjust the value on our asset register of any relevant item purchased before 1st April 2021.

ACTION

Clerk

5	Clerk's Report: Discuss and agree action on Clerk's Report and correspondence received	
5.1	Internet Banking Policy. Clerk confirmed that all Councillors had seen the Policy (ANNEX A). Cllr Wheeler proposed that the Policy was adopted, seconded by Cllr Naylor. There were no other resolutions; unanimously agreed. To be ratified by Parish Council.	ANNEX A
5.2	Internal Auditor. Clerk advised that he had received a quote from Trevor Brown who has conducted the audit in previous years, for a total cost of £276.40 including travel costs. Clerk advised that for a Council with a precept of £50,001.00 to £100,000.00 the Suffolk Association of Local Council would appoint one of their Internal Auditors at a total cost of £350.40 inc VAT. Cllr Naylor proposed that Trevor Brown is asked to conduct the Internal Audit, seconded by Cllr Wheeler. There were no other resolutions; unanimously agreed.	Clerk
6	Street Furniture: Any other street furniture matter	
6.1	Repaint benches in Silver Street Park. Clerk advised that following the Finance Committee meeting on 14 th December 2021 a request for a quote was emailed to "Helions Forge", the same company that refurbished the bandstand in 2020. Clerk met with Stuart yesterday, Monday 7 th February 2022, who will provide one quote for the two benches in Silver Street and another for the same two benches plus the two in Old School Field.	
6.2	Village sign. Cllr Naylor suggested that as well as having the village sign repaired or replaced, Council also considers having a bespoke Queen's Platinum Jubilee bench made to place in Silver Street Park where the Poplar tree was felled last year. Cllr Wilsher will conduct further research into these, in particular having them made in metal.	Cllr Wilsher
7	Grounds Maintenance: Any other grounds maintenance matters	
7.1	General upkeep of open spaces. Clerk advised that Andy Lyle has completed 9.5 hours work for which he was paid £104.50 on 31 st January 2022. All individual items of work authorised by Cllr Naylor and the Clerk as they became necessary. Payment ratified by all Councillors present.	
7.2	Strimming contract. Clerk advised that requests for quotes have been sent out with a return date of Friday 4 th March 2022.	
8	Play Equipment	
8.1	Receive Monthly Play Equipment Inspection Report; agree action With regards to repairing or replacing the play surfaces as discussed at the Parish Council meeting on 18 th January 2022, Clerk advised that requests for quotes have been sent out with a return date of Friday 4 th March 2022.	
9	Outstanding estimates awaited or work ordered	
9.1	As above at 6.1, 6.2, 7.2 and 8.1	
10	Grants	
10.1	Uptake: a. 1 st Kedington Sea Scout Group Clerk confirmed that £680 was paid on 21 st January 2022 and thanks have been received. b. 1 st Kedington Rainbows Clerk confirmed that £350 was paid on 21 st January 2022 and thanks have been received.	

10.2 Applications:

a. 1st Kedington Guides (ANNEX B)

Cllr Naylor proposed Council pays £370 made up of £170 from the Sec 137 Grant budget and £200 from the remainder of the Sec 137 Sundry budget, seconded by Cllr Wilsher. There were no other resolutions; unanimously agreed.

ANNEX B

Clerk

At the request of Cllr Naylor, all Councillors present agreed to bring forward the next Finance Committee meeting to Tuesday 1st March 2022 at 7.00 p.m.

The meeting closed at 7:55 p.m.

Signed..... A E Naylor Date..... 1st March 2022.....

ANNEX A

Internet Banking Policy for Kedington Parish Council

Background

Banking arrangements have changed significantly in recent years, with more transactions being conducted online. As a result of this, the use of cheques is becoming rare. Many businesses prefer to receive payment by electronic means and are now discouraging or declining the payment of invoices by cheques. This has become particularly apparent during the COVID-19 pandemic.

Legislation

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 (SI2014/580) came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement (Local Government Act 1972 section 150(5)) which states that "every cheque or other order for the payment of money shall be signed by two members of the council." The removal of this particular legal requirement enables the Parish Council to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

Account Details

Kedington Parish Council has two bank accounts, Barclays and NatWest. Barclays Bank is used for payments on a day-to-day basis, including salaries, Direct Debits, Standing Orders and receipt of any income. NatWest Bank is used ONLY for our reserves and full Council MUST approve any transactions within this account.

Signatories on the accounts:

- Clerk/RFO
- Cllr Naylor
- Cllr Wheeler
- Cllr Woodward (Barclays only)

The Clerk/RFO provides monthly reconciliations to the Council. Three Councillors have access to our Scribe accounts system. Councillors can check invoices and payments.

Access to internet banking accounts will be directly to the banks log-in page and not through a search engine or e-mail link. Remembered or saved password facilities must not be used on any computer used for Council banking work. Breach of this requirement will be treated as a very serious matter.

The Council and those signatories using computers for the Council's internet banking, shall ensure that anti-virus, anti-spyware, and firewall software with automatic updates, together with a high level of security, is used. Signatories may request reimbursement for the installation and annual update of such software on their personal computers.

No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council.

New beneficiary details and changes to beneficiary details used for internet banking must be supported by email or hard copy notification for checking. Any such addition or change must be supported by email or hard copy authority. Any hard copy authority must be signed by the Clerk/RFO and a signatory.

Procedures

- All invoices for payment will be verified for accuracy by the Clerk/RFO
- All payments will be made using online banking unless, under exceptional circumstances, a cheque is required. Councillors must be informed of this. This must be authorised by at least two signatories.
- The Clerk/RFO will raise the request for authorisation for payment.
- A Councillor will check the invoice on Scribe Accounts System. If a Councillor is unable to access Scribe Accounts System, then the invoice will be emailed to the authorising Councillor.
- An authorised Councillor will then authorise the payment(s) online.
- Each month the Clerk/RFO will prepare a full payment list, Bank Reconciliation and Budget report documents and present to full Council.

The actual process of operating the online account will be subject to the rules and security authorisation processes of the agreed bank.

This Policy was adopted by Kedington Parish Council under agenda item ? at the Parish Council Meeting KPC ???-?? held on ????????????????????

Date of next review: March 2023

ANNEX B



19th January 2022

Dear Kedington Parish Council,

I am writing to you on behalf of 1st Kedington Guides.

Kedington Guides has welcomed more local families this term and want to provide a great programme for the largest number of Guides we have had in recent years. I have been lucky enough to be able to provide a Guide place for local girls and I am fast reaching the maximum capacity for our group.

The group has planned for various activities throughout the year, and these include a trip to the X height (climbing wall) at the Sports Centre, Aerial Hoop in Bury St Edmunds and a two-night adventure weekend in May plus lots of variety at our weekly Guide meetings.

Regular weekly activities are generally low cost, but we do need supplies for more outside companies to visit and these do have an impact on the Guide funds which are just not covered by the subscriptions from Guide families. The subscriptions are kept in line with other groups and try to be affordable for all, however these funds mainly go towards the capitation etc charged by Girlguiding and other running costs. Although we ask for Guides families to contribute or pay for excursions it does not cover other expenses and taking additional helpers when doing activities away from the centre to give the Guides the best experiences we can.

All of the above reflect the fact that our funds are running low, and I feel that a £400 grant from the Parish Council could help me to maintain the programme with the resources needed and to prevent me from having to ask Guide families for more contributions in these difficult times.

We would really appreciate any support you can provide at this time.

Bank account: 1st Kedington Guides acc:90064658 sort:60-10-21

If you have any questions, please do call/email me.

kedingtonguides@gmail.com or 07730031539

Kind regards
Sarah Lyons
1st Kedington Guide Leader