

Darnhall Parish Council

To: **The Members of Darnhall Parish Council Finance Committee (Councillors Strachan, Lee and Sherry)**

All other Members of the Parish Council

Dear Councillor

You are summoned to attend the meeting of the Darnhall Parish Council Finance Committee to be held **remotely** on **Tuesday 25th July 2023** at 6.30pm.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING.

Topic: Darnhall PC - Finance Committee

Time: Jul 25, 2023 06:00 PM London

Join Zoom Meeting

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Yours Sincerely,

Dr Mark Bailey
Parish Clerk

AGENDA

1. ELECTION OF CHAIR

Members to elect a chair for the meeting.

2. APOLOGIES

Apologies for absence should be notified to the Clerk before 6.00 pm on the day of the meeting, if possible.

3. DECLARATIONS OF INTEREST

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item. If declarations are not made at this point in the proceedings, they should be made as soon as the Member becomes aware of an interest. Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare (or not) is the responsibility of the Parish Councillor, based on the circumstances of the matter in hand.

4. MINUTES – 21ST MARCH 2023

To approve the attached minutes from the meeting of the Finance Committee of 21st March 2023.

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/05/Minutes-FC-21.3.23.pdf>

5. MATTERS ARISING

To consider any matters arising from the above minutes.

6. ISSUES

The following issues will be considered at the meeting.

- Ledger (1.4.23-30.6.23)
Members asked to note the ledger.

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/07/Darnhall-Parish-Council-Ledger-01.04.23-30.06.23-1.pdf>

- Budget Monitoring Report (April-June 2023) and Receipts and Payments Summary (April-June 2023)
Members are asked to note these reports.

Budget Monitoring Report

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/07/Budget-Mon-June-2023-12.07.23.pdf>

Receipts and Payments Summary

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/07/Reciupts-and-Payments-Summary-Apr-June-2023-12.7.23-1.pdf>

- Village Hall Budget Monitoring Report (April-June 2023)
Members are asked to note the report.

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/07/DVH-Budget-Monitoring-June-2023.pdf>

- Internal Audit/External Audit 2022/23
The Council's Internal Audit report for the 2022/23 financial year can be accessed via the link below. The report was approved by the Parish Council in July 2023.

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/07/Darnhall2223IAreport-1.pdf>

The recommendations from the 2022/23 Internal Audit were as follows: -

- *Bank Reconciliation*
 - No bank statement was provided to evidence the Barclays Savings Account balance used in the year end bank reconciliation.
 - The bank accounts were not labelled in the year end bank reconciliation.
 - The unpresented cheques in the year end bank reconciliation were not labelled with the cheque number to ensure sufficient audit trail to the cashbook.

Recommendations

- *Year-end bank statements must be obtained for all bank accounts.*
- *Bank accounts and unpresented cheques must be clearly referenced in the year end bank reconciliation.*
- *VAT*
 - No VAT reclaims were received during 2022/23

Recommendation

- *VAT should be reclaimed on a timely basis and at least annually.*

7. ANY OTHER BUSINESS

8. DATE OF NEXT MEETING

TBD