



Darnhall Parish Council



MINUTES OF THE MEETING OF DARNHALL PARISH COUNCIL FINANCE COMMITTEE HELD REMOTELY ON TUESDAY 25TH JULY 2023 AT 6.00PM

PRESENT: Cllrs R Strachan (Chair), R Lee, and M Sherry
Dr M Bailey (Clerk/RFO)

1. ELECTION OF CHAIR

Cllr Strachan was elected as Chair for the meeting.

2. APOLOGIES

No apologies were received.

3. DECLARATIONS OF INTEREST

No declarations of interest were noted.

4. MINUTES – 21ST MARCH 2023

The minutes from the Finance Committee meeting held on 21st March 2023 were approved by Members.

5. MATTERS ARISING

No matters were raised from the minutes.

6. ISSUES TO BE CONSIDERED

The following issues were considered by the Committee: -

- *Ledger (1.4.23-30.6.23)*
The above ledger was noted by the Committee. It was further noted that the Hall income was above expectations as outlined in the budget.
- *Budget Monitoring Report (April-June 2023) and Receipts and Payments Summary (April-June 2023)*
Members noted these reports – position looks healthy. It was noted by Members that the new sound system will encourage people to use the Hall.
- *Village Hall Budget Monitoring Report (April-June 2023)*
Members noted the report – it was noted that the costs of electricity had increased.
- *Internal/External Audit 2022/23*
Members noted that the Council's Internal Audit report for the 2022/23 financial year had been approved by the Parish Council in July 2023.

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 un-presented 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 un-presented 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

The Committee considered the following items: -

- Cleaning Issues (VH) – RL to approach someone to provide a demonstration – will be around £7-900 spend.
- Schedule of Works (VH) – will develop this into a scope of works and specs in order to send out to suppliers. Members asked that Financial Regulations are amended to ensure timely decision making and that this is done at the next Parish Council meeting. Once the spec is done, then the work will be sent out to prospective suppliers and decisions taken, if necessary, at extraordinary meetings of the Parish Council.
- Minor Works (VH) – the Village Hall Management Committee (held on 24th July 2023) agreed a number of minor jobs for the Caretaker to organise. These included the back porch door, work on the toilets, and lighting in the Hall.

8. DATE OF NEXT MEETING

The next meeting of the Committee will be held on Tuesday 24th October 2023 at 6.00pm (via Zoom).

Meeting closed at 6.33pm.

Chair