

TIBBERTON PARISH COUNCIL

MINUTES OF FINANCE COMMITTEE MEETING THURSDAY 2nd FEBRUARY 2023, 6.30PM at TIBBERTON PARISH HALL

Committee Members present: Cllr Diana Nutting, Chairman
Cllr Michael Doolin, vice-Chairman
Cllr Rob Grimer
Cllr Mike Leci

Committee Members absent: None.

In attendance: Cllr Margaret Rowley,
Gill Lungley, Acting Clerk/Support Officer

1. Chairman's welcome.

The Chairman welcomed all to this meeting.

2. To receive and note apologies for absence.

None.

3. Declarations of interest.

None

4. Written requests for dispensation.

No requests for dispensation had been received.

5. The Committee's Terms of Reference.

As the first meeting of this committee, members were reminded of the terms of reference that had been approved at the council meeting held 12/01/2023, minute 10a.

6. Community Infrastructure Levy (CIL) and s106 Planning Obligations.

Wychavon District Council (WDC) had provided an update on the monies available by way of planning obligations. The CIL total received since April 2019 is £3,554.44 with £694.97 to be received in April 2023. Of this total, £1,536.00 must be spent before April 2024 or be returned to WDC. In addition to CIL, there is an amount of £9,968.00 as s106 funds being held by WDC to be spent on a suitable project. Plans for spending these funds are to be discussed at the next meeting.

The annual CIL return is to be completed and published online, with a copy for WDC.

7. To note receipt of accounts for telephone kiosk refurbishment.

The Tibberton Action Group (TAG) had undertaken to refurbish the telephone kiosk and having spent their own funds on doing so were now requesting reimbursement of £276.94. **It was recommended** that the council pay this and to explain the importance to TAG that all future works and likely costs are notified to the council prior to any action being taken.

8. To note and comment on the updated budget comparison.

BUDGET ANALYSIS		
	Budget 2022/23	Actual 2022/23 to 10/01/2023
RECEIPTS		
Precept	36,509.00	36,509.00
Council tax support grant	711.00	711.00
Community Infrastructure Levy (CIL)		
Lengthsman Scheme grant	1,849.20	2,148.75
Interest received		63.48
Miscellaneous		150.00
WCC divison member's grant		
From reserves		
Total	39,069.20	39,582.23
PAYMENTS		
Chairman's allowance	60.00	-
Public Works Loan Board repay	14,500.00	13,654.50
Audit	1,000.00	75.00
Bank Charges		247.88
Staffing, salary costs	7,200.00	13,582.30
Admin expenses	700.00	468.08
Lengthsman	1,849.20	945.00
Training, staff and councillors	250.00	-
Elections	2,000.00	50.00
Equipment	210.00	101.14
Insurance	3,500.00	1,879.46
Subscriptions	1,200.00	377.84
Hire of meeting room	-	-
Village Hall energy	-	2,520.39
Village Hall landlord obligations	3,100.00	-
Village Hall equipment	-	-
Village Hall contingencies	-	-
Professional services	1,000.00	1,800.00
VAS equipment and road safety	2,000.00	-
Grants and donations	350.00	600.00
Contingencies	100.00	-
s137	50.00	-
subtotal	39,069.20	36,301.59
VAT		446.99
Capital Expenditure from reserve		
Total	39,069.20	36,748.58

It was noted the staffing and salary costs cost centre is over-budget; it includes outstanding PAYE payments to HMRC.

9. To review the council's management of risk, both financial and operational.

The council is required to assess the likely risks it faces on an annual basis to ensure confident completion of the Annual Governance Statement, particularly assertions 3 and 5.

To this end it was **AGREED** to adopt the Internal Controls Policy with the Statement of Internal Controls and the Operational Risk Assessment.
Both documents would be reviewed for accuracy and compliance at the next meeting. In addition, members of this committee would check the bookkeeping records every month via an audit trail of the accounts and their relation to the bank statements, invoices and minutes.

10. **To consider the appointment of an Internal Auditor for the financial year 2022/23.**
The Terms of Reference for the appointment of an internal auditor were **AGREED**. The internal auditor will carry out a separate function to the independent accountant who has been appointed to review the council's accounts from April 2014 to March 2022. The internal auditor's role will be to refer to the ongoing work, following its acceptance by the council, and use it to inform the audit as required under the terms of the Annual Governance & Accountability Return. The role will also include assessing the proposed arrangements (process and control) to be used going forwards.

AGREED to appoint DKE Audit for this work. Members asked for references to be provided.

11. Items for discussion at next meeting: as outlined.
12. Date and time of next meeting. The next meeting would be held on 2nd March, 6.30pm.

This meeting ended at 7.25pm.

Signed as a true record:

..... Date.....
Chairman, Finance Committee