

Notes of Finance and Admin Team meeting

Held on: Monday 5th February at 6pm

Venue: 81 High Street.

Present: Cllr Bell (Chair), Cllr Marr, Cllr Hopper, T Miles (Clerk/Notes)

Clerk advised that the purpose of this meeting was to:

- agree the payments list as there would not be a full parish meeting in February.
- review the mid-term internal audit to identify any actions
- review Scribe package and make recommendations
- review the Vision Statement and make recommendations

Cllr Bell noted that additional signing of payment request was now required as part of the audit. A Councillor now needs to sign the reconciliation and statement to ensure they match. Cllrs, Bell, Marr, and Hopper signed the required documents.

Cllr Bell went through the audit report and asked what actions had been cleared to date. Clerk advised invoices have been requested, Aldermore and Bridle invoices have been received and listed on payment request. However, TMBC did not produce a remittance advice for the S106 Y & C payment as they paid the invoice raised by WPC as a stand-alone. The email confirming this has been sent to the Auditor. The £48 pension adjustment was due to the amount being taken changing when the back-pay was made. The monthly amount had been allocated, but not cleared. The amount has been adjusted on the cash book.

Scribe presentation. Cllrs watched a presentation showing the benefits of the Scribe software. Clerk explained that once the system is set up, it will be easier/quicker to produce reports and there is more security regarding inputting errors. The company had also offered to provide a 'free' month during March to help the set-up process ready to start in April. All Cllrs agreed to recommend subscribing to the software.

Vision Statement. Clerk went through the proposed Vision Statement. This is to identify the priorities of the Council over the coming year. It was noted that we should not engage in Facebook comments as Councillors, therefore it should be reflected that Facebook should only be used for providing information.

All Cllrs agreed to recommend adopting the Vision Statement

Meeting closed at 8pm

Finances up to January 2023			Feb Meeting	
Opening Balance Nat West 28/12/22				£119,276.77
RINGFENCED TOTALS				
Monies from car park donations				778
Monies from membership grant				1700
Monies from Big Lottery				93.99
KCC Transport grant				19004.00
TMBC Education Courses S106 funds				14500
TMBC Y & C Worker S106 finds				58203.13
Current available monies ringfenced			£	94,279.12
Receipts made up to 29/1/23				£ 4,243.71
	Fish & Chip van			130.00
	VAT			4093.71
	Minibus Membership			20.00
Payments made up to 29/1/23				
	Staffing Costs			1492.31
	PAYE		BAC	768.79
	Office		BAC	216.66
	Giffgaff		DD	6
	Gmail (est)		DD	5.52
	EDF		DD	18
Dec	N Power	Streetlights	DD	63.03
	T Miles	Expenses	BAC	79.29
	Nest	Pension	DD	48.35
	Thompson Elphick	Payroll	BAC	90
	Aldermore	Minibus	DD	1128
	Bridle	Maint	DD	66
Jan	N Power			65.25
				£ 4,047.20
P & L for period				£ 196.51
Balance (inc ringfenced)				£ 25,194.16
Pending/cleared				£ 6.00
Closing Bank Balance @ 26/1/23				£ 119,467.28
Payments to be agreed at Feb meeting				
Dec	SE Water	Allotments		290.54
Feb	Giffgaff	mobile		6.00
Jan	EDF	CCTV		18.00
Jan	N Power	Street lights	(Pd Jan)	65.25
	Salaries			1495.77
	Nest	Pensions		48.35
Dec	Aldermore Minibus Lease Initial +1 mth		(Pd Dec)	4512.00
	Bridle (minibus maint. Initial + 1 mth)		(Pd Dec)	264.00
Jan	Allotment Ass.	PL insurance		275.34
31-Dec	Thompson Elphick	Payroll		90.00
26-Jan	TEEC	Website		28.80
17-Jan	April Skies	Interim internal audit		385.00
30-Jan	Hadlum	Newsletter		65.00
31-Jan	Google	email		5.52
31-Jan	Compaid	Minibus Ins		564.14
jan	Office			216.66
TOTAL COMMITTED SPEND @ 25/1				£ 8,330.37
ESTIMATED BALANCES				
Estimated Bank total			£	111,136.91
RINGFENCED TOTALS			£	94,279.12
TOTAL AVAILABLE			£	16,857.79