

CREECH ST MICHAEL PARISH COUNCIL

Draft Minutes for the Meeting of Creech St Michael Parish Council Finance Committee
held at Creech St Michael Village Hall on **Monday 17 July 2023 at 7.00pm**

Councillor Attendance

Cllr. David Griffin - Chair	DG	Present	Cllr, Neil Davidson	ND	Present
Cllr. Annabelle Peters	AP	Present			

Also Present: Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

Meeting started at 7.00pm

1.0	Chair's welcome				
	DG welcomed members to the meeting.				
2.0	Public Question time - Questions asked by the Public and Press will be noted.				
	None.				
3.0	To receive any apologies for absence				
	Apologies received from Cllr. Tucker.				
4.0	Declarations of Interests				
	4.1 Declarations of Individual Members				
	None.				
	4.2 Dispensation Request				
	None.				
5.0	Minutes				
	To Review and Approve the minutes of the meeting held on the 25 May 2023. [M]				
	The minutes were approved and signed by the Chair.				
	Prop: AP	Sec:ND	In Favour:3	Against:0	Abstain:0
	Items for Decision				
6.0	Internal Audit Action Plan – to identify the key elements to be included in the internal audit action plan. [M]				
	The Clerk and RFO explained that the internal audit had been completed and a series of actions had been provided by the Auditor. There were no significant areas of concern.				
	DG suggested that one area for further investigation was the breadth and depth of cover provided by our insurers for the range of activities that the Parish Council is involved in.				
	The Internal Audit Action Plan was approved.				

	Prop: AP	Sec: ND	In Favour:3	Against:0	Abstain:0
7.0	Risk Register – to review and approve the draft risk register for 2023/24. [M]				
	<p>The Clerk and RFO explained that a document exists that is referenced as a risk assessment. There was a need to adapt this to for a broader risk register. The document is draft and needs to be presented to full council so that members could review and add further risks.</p> <p>DG suggested that a number-based rating mechanism could be used to assist in illustrating the levels of risks.</p> <p>The draft risk register was approved and should be taken to the next Parish Council meeting for further review.</p>				
	Prop: AP	Sec: ND	In Favour:3	Against:0	Abstain:0
8.0	Bank Reconciliation Quarter One – to receive and approve the bank reconciliation for the quarter ending 30 June 2023. [M]				
	<p>The Bank Reconciliation was discussed and scrutinised. It was proposed that the Clerk and RFO should add some further explanation to the different elements of the report to aid understanding.</p> <p>The Bank Reconciliation was approved and signed by the Chair.</p>				
	Prop:AP	Sec:ND	In Favour:3	Against:0	Abstain:0
9.0	VAT Registration – to delegate authority to the Clerk and RFO to commence the process of VAT registration with HMRC, including sourcing options for a digital accounting application. [M]				
	<p>The Clerk and RFO confirmed that the advice received to date indicated that it was necessary for the Parish Council to be fully registered for VAT. DG asked if this meant that to be compliant with the Making Tax Digital programme, the Parish Council would have to purchase software for VAT returns and reporting. The Clerk and RFO confirmed that this was the case.</p> <p>The Clerk and RFO was awaiting a response from HMRC to confirm the registration date from which VAT claims will have to be made.</p> <p>The Clerk and RFO will present a paper with options for a digital reporting solution to the next full council meeting.</p> <p>The proposal was approved.</p>				
	Prop: AP	Sec:ND	In Favour:3	Against:0	Abstain:0
10.0	Budget Review – to review the current position against budget and propose any changes to the proposed expenditure for 2023/24. [M]				
	<p>The income and expenditure records were scrutinised. There were no significant variations against budget and no areas of concern.</p> <p>Expenditure against the recreation Park budgets continued to be an area of ongoing concern, specifically around repairs and maintenance for play equipment. The Clerk and RFO reported a need to purchase Heras fencing to allow for equipment to be cordoned off.</p>				

	The invoice from Sutcliffe Play (SW) had been received, but the Clerk and RFO was planning to check that all the worked charged for had been completed.				
	The review was completed and reviewed.				
	Prop: AP	Sec:ND	In Favour:3	Against:0	Abstain:0
	Other Matters				
11.0	Correspondence				
	11.1 To consider any correspondence received that Councillors wish to raise that has already been circulated.				
	None.				
	11.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council.				
	None.				
12.0	New Matters to be Carried Forward				
	None.				
13.0	Council to Decide if to Exclude Members of the Public and Press for the Following Item(s)				
	[M]				
	None.				
	Prop:	Sec:	In Favour:	Against:	Abstain:

The meeting ended at 7.56pm

[M] = Where a resolution (vote) is expected

Andrew Williams, CSM PC, Clerk and RFO, 07708 680797, email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:

4 September 2023
2 October 2023
6 November 2023

at 7pm in the CSM Village Hall
at 7pm in the CSM Village Hall
At 7pm in the CSM Village Hall

