

## CREECH ST MICHAEL PARISH COUNCIL

**Draft Minutes** for the Meeting of Crech St Michael Parish Council Finance Committee  
held at Crech St Michael Village Hall on **Monday 25 March 2024 at 7.00pm**

### Councillor Attendance

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

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

**Meeting started at 7.18pm**

1.0	<b>Chair's welcome</b>				
	DG welcomed members to the meeting.				
2.0	<b>Public Question time</b> - Questions asked by the Public and Press will be noted.				
	None.				
3.0	<b>Apologies for Absence</b>				
	3.1 To receive apologies for absence. None				
	3.2 To approve any apologies for absence <b>[M]</b> None				
4.0	<b>Declarations of Interests</b>				
	<b>4.1 Declarations of Individual Members</b> None.				
	<b>4.2 Dispensation Request</b> None.				
5.0	<b>Minutes</b>				
	To <b>Review and Approve</b> the minutes of the meeting held on 11 December 2023. <b>[M]</b>				
	The minutes of the meeting held on Monday 11 December 2023 were approved and signed by the Chair.				
	<b>Prop:DG</b>	<b>Sec:ND</b>	<b>In Favour:4</b>	<b>Against:0</b>	<b>Abstain:0</b>
	<b>Items for Decision</b>				
6.0	<b>Bank Reconciliation</b> – to review and approve the bank reconciliation for quarter three. <b>[M]</b>				
	The bank reconciliation for quarter three was scrutinised by members and was approved and signed by the Chair and Clerk and RFO.				

	ND asked for clarification on the starting balance for the reconciliation. The Clerk and RFO agreed to provide further clarification after the meeting via email.				
	<b>Prop:ND</b>	<b>Sec:PT</b>	<b>In Favour:4</b>	<b>Against:0</b>	<b>Abstain:0</b>
7.0	<b>Reserves Policy</b> – to review and approve a Reserves Policy. [M]  The Reserves Policy was considered and approved for consideration by the Parish Council.				
	<b>Prop:DG</b>	<b>Sec:AP</b>	<b>In Favour:4</b>	<b>Against:0</b>	<b>Abstain:0</b>
8.0	<b>Policy Review</b> – to review and approve the Pre Paid Debit Card Use Policy. [M]  No changes were proposed for the Pre Paid Debit Card Policy and its review was approved.				
	<b>Prop:DG</b>	<b>Sec:ND</b>	<b>In Favour:4</b>	<b>Against:0</b>	<b>Abstain:0</b>
9.0	<b>Delegated Powers to Spend</b> – to review and approve the list of approved delegated payments. [M]  The Delegated Powers to Spend approved list was approved.				
	<b>Prop:PT</b>	<b>Sec:AP</b>	<b>In Favour:4</b>	<b>Against:0</b>	<b>Abstain:0</b>
	<b>Items for Discussion</b>				
10.0	<b>VAT Registration and Other Historical Issues</b> – a report on a number of historical issues.  The Clerk and RFO presented a paper that outlined the position with regards to VAT registration and a number of historical practices that were deemed to be inappropriate. The Clerk and RFO confirmed that VAT liabilities for the period 1 April 2019 to 31 December 2023 had been satisfied and that returns would now be made following the completion of each quarter.  The Clerk and RFO confirmed that an amount of £15,000.00 had been identified in the Reserves Policy for the potential of historical VAT claims. This issue had also been added to the Risk register.				
11.0	<b>Income and Expenditure Year to Date</b> – to consider the year-end financial position.  The year-end position was discussed, with the projection being that expenditure would come in under the budgeted amounts.				
12.0	<b>Internal Audit</b> – an update on progress toward completing the internal audit.  The Clerk and RFO confirmed that the internal audit was underway and that the required evidence had been made available to the Internal Auditor.				
	<b>Other Matters</b>				
13.0	<b>Correspondence</b>				
	13.1 To consider any correspondence received that Councillors wish to raise that has already been circulated.  None				

	13.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council.  None.
14.0	<b>New Matters to be Carried Forward</b> None.

The meeting ended at 8.16pm

[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:

Monday 8 April 2024

at 7pm in the CSM Village Hall

