

Minutes of the Fressingfield Parish Council Finance Committee meeting held as a 'Zoomed' meeting on Tuesday 13 April 2021 at 7.30pm

Present: Councillors Tom Lindsay, Nick Stolls and Neil Venton.

Also in Attendance: Andy Parris, clerk to the council and responsible finance officer (RFO).

- 1 The Chair welcomed everyone to the meeting.
- 2 To receive apologies and consider giving approval for any absences: There were none.
- 3 Any members' declarations of interest or requests for dispensations: There were none.
- 4 No councillor had been lobbied about any item on the agenda.
- 5 To review the end of year accounts Councillors were satisfied that receipts and payments in 2020-21 are in line with the budget as revised in December 2020. They noted that the slight overspend in staffing costs was due to the employer's national insurance contributions.
- 6 To review the year in summary, and end of year reconciliation statements Councillors discussed in detail these two documents to ensure that they accurately summarise the quarterly reviews they had conducted during the year.
- 7 To review section 2 of the annual governance and accountability return (AGAR). After reviewing the end of year statements minuted in 6, the committee was able to agree that section 2 of the AGAR is a true statement of the council's end of year financial position. It can recommend that the full council confirms that this section is a fair and accurate statement.
- 8 The RFO presented the committee with the annual claim for vat. (£1777.52) From April 2021, vat will be claimed each quarter.
- 9 To confirm draft finance committee agendas for 2021-22 Members adopted the draft schedule from the RFO and agreed normally to meet on Tuesday in the week before full council meetings. RFO to set the dates and circulate.
- 10 The committee discussed slight changes to the worksheets the RFO will use during the next year. This is part of the RFO's normal way of working – use, review and adapt.
- 11 To consider purchasing a subscription to Drag for the clerk/RFO. After a three month trial, the clerk has found the app Drag to be extremely useful in helping to organise amongst other things, emails, due dates and to do lists. The committee agreed to subscribe to this.

There being no further business, the meeting closed at 8.40pm

Signed:

Chair

Date:



May 11, 2021

The year in summary

Receipts CA

2019/20	2020/21
25210 Precept	21,800
1941 SCC/MSDC Grants	2,521
0 Bank interest	0
115 Cemetery	50
2538 Miscellaneous receipts	967
2696 VAT reimbursement	1,317
0 Community infrastructure levy	0
£32,500	26,654

Staff	Other admin	2019/20	<u>Payments</u>	2020/21	Staff	Other admin
8325	1343	9668	Staff and admin	12,572	10,802	1,769
		9162	General council	1,919		
		8436	Assets	11,163		
		2344	Section 137	2,534		
			VAT	1,778		
		1432	Other	0		
		£31,042		29,965		

Summary

49,112	balance as at 1 April	50,570
32500	Total receipts CA	26,654
	IA	996
31042	Total payments	29,965
£50,570	balance to c/f	48,254

BAT

May 11, 2021

Date of council meeting	20 April 2021
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Current account and savings account statements

issued on 03/04/2021

Current Account

Unpresented cheques

300529

balance on statement no. 073 £20,569.37

-30.00

-30.00

Receipts since statement no. 074

No receipts since the statement

0.00

£0.00

net balance on 31/03/2021

£20,539.37

Instant Access Account

No activity in the account since this statement

balance on statement no. 068

£27,684.83

£27,684.83

Total available from both accounts **£48,224.20**

Ringfenced reserves

Neighbourhood Watch

280

Playground

1,600

SIDs

1,479

Fressingfield Community Fund

2,651

Fressingfield Good Neighbours Scheme

850

£6,860

Contingencies

Emergency

15000

Assets (capital)

7000

In-year

530

£22,530

Total 'set-aside' sum **£29,390**

Balance of available funds: £18,834.45

balance available at March reconciliation	£18,336.69
balance available at February reconciliation	£21,249.31
balance available at January reconciliation	£22,237.27
balance available at December reconciliation	£23,259.60
balance available at November reconciliation	£27,016.43
balance available at October reconciliation	£29,378.96
balance available at September reconciliation	£22,575.28
balance available at August reconciliation	£23,585.51
balance available at July reconciliation	£24,630.54
balance available at June reconciliation	£25,905.29
balance available at May reconciliation	£26,633.28



May 11, 2021






FinCom20210413

Final Audit Report

2021-05-11

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