



CHAR VALLEY PARISH COUNCIL

Finance Committee Meeting of the Parish for Char Valley Parish Council held on 5th June 2023 at 7.30pm, at James Hargreaves Community Hall

APPROVED MINUTES

Meeting opened: 19.35.

1: Present: Cllrs. S Johnson (Chair), C Noon, S Creed-Castle and T Ely (Clerk).

2: Apologies for absence: Cllr. Ziebland.

3: Declarations of interest: None.

4: Dispensation requests: None.

5: Examination of the cash book spreadsheet

- a. **Review of 2022-2023** - The clerk had circulated a document before the meeting and council were happy.
- b. **Review of 2023 so far** - The clerk had circulated a document before the meeting and council were happy.
- c. **Reconciliation** - The clerk had circulated a document before the meeting and council were happy.
- d. **VAT Reclaim**
 - The clerk confirmed the next VAT claim would be for £608 for the period 01/03/2022-31/03/2023.
 - Council asked the clerk to do the VAT reclaim every quarter moving forward.

6. CIL - The clerk had circulated a document before the meeting and council were happy.

7: Asset Register - The clerk had circulated the spreadsheet before the meeting.

- CVPC are currently in the process of having the larger assets valued for insurance purposes, the asset register will always show the purchase price.
- The Well is not currently insured, now ownership had been determined to be CVPC, when the clerk receives pictures and measurements from Cllrs. Joyce and Creed-Castle it can then be added to the insurance.
Cllr. Creed-Castle to obtain a quote for cutting back the foliage and making good any damage to the Well surround.
- There was discussion about what amount denotes requiring a quote. The clerk checked the CVPC Financial Regulations, and it was decided to alter clause 11.1 h to require 3 quotes for works between £300-£10,000.
The clerk to amend the CVPC Financial Regulations and put on the agenda for the full meeting the following week.
- Cllr. Noon asked about the benches listed.
Cllr. Creed Castle to take pictures of any benches and the clerk and Cllr. Creed-Castle to determine the locations of any CVPC owned benches.

8. Budget - The clerk had updated and circulated a document before the meeting.

- The clerk had made a mistake and a figure was 1200 which should have been 12000 meaning the overspend was £7000.
- The budget was examined and the following changes to be made:
 - Reduce the amount for the Char Chat as moving to electronic delivery
 - Reduce the notice board amount
 - Reduce the fingerpost amount

Clerk to work on the points raised for the next meeting.

9. AGAR

- Spending was over 25,000 meaning CVPC had to complete the full AGAR.
- There is a different external auditor this year as appointed by the Smaller Authorities Audit Appointments (SAAA). Previously it was PKF Littlejohn, now it is BDO LLP. As this is a new organisation, they require a form to be signed by council to declare any interests which would be added to the agenda for the full meeting next week.
- The AGAR had been completed, the clerk met with the internal auditor on 23rd May and he is currently writing the report.

10: Bank Account

- The bank account will be moved to Starling as soon as the accounts have been signed off by the external auditor.

Meeting closed: 20.46.