

# MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF WATER ORTON PARISH COUNCIL

held on Thursday 12th October 2023 at 6.30pm at the Pavilion, Open Field Croft.

**Present:** Cllr. W. Rees (Chair), Cllr. R. Lowe.

**Guests in Attendance:** Cllr. S. Stuart.

**Public in Attendance:** 0

**Minute Taker & Clerk:** Rachel Scully, [clerk@wopc.org.uk](mailto:clerk@wopc.org.uk)

The meeting was declared open at 6.35pm

**1/13. Apologies:** None

**2/14. Declarations of Interest and Dispensations:** None

**3/15. For Information: Minutes from Finance Meeting held on 18th January 2023:** It was noted that the main change was the bank account to Unity Trust.

It was RESOLVED to recommend to the Council that the Clerk would apply for the Multi Pay Card, with Unity Trust through Lloyds Bank. It is operated as a charge card, payment is deferred to the next billing date, and paid off each month. There is no interest accrued to the charge card, and there is a charge of £3 per month for use of the card.

**4/16. Internal Controls Review:** It was recommended that Cllr Rees and the Clerk would meet with Kim Squires on the proposed date for the Internal Audit, Monday 20 November 2023, and would report back at the full council meeting on 30 November 2023, with any proposals or recommendations of the Council's existing internal controls. It was noted that the Clerk was waiting for further advice regarding the external audit documents for display on the website and notice board.

**5/17. Review the Q2 Budget Monitoring Report:** It was RESOLVED that it was difficult to work out the quarterly budget, as discussed by Cllr Rees the present account system was more involved, and all the information was not up to date so it was not possible to complete the quarterly budget and make any recommendations to the Council.

**6/18. To review and improve the existing asset registry:** General discussion took place and it was noted that the asset registry needed to be reviewed and up dated.

**7/19. To discuss any assets which may require renewal, repair or replacement, and begin developing a financial strategy document for the Council:** It was RESOLVED that a date needs to be set for a maintenance committee. It was noted that Cllr Chown was going to make contact with the company who carry out repair and maintenance of the play area for a quote and costings.

**8/20. To discuss the current structure of the Council accounts:** It was identified that the current accounting system was not up to date, which made it difficult to review the Council's true financial position, and establish an overview of income and expenditure, and whether the budget was on track.

It was RESOLVED that the Clerk would book a consultation with Scribe, an accounts package with full accounting support purpose built for Town and Parish Councils, to find out more information and the cost of the package, in readiness for the full council meeting on Thursday 26 October 2023.

**9/21. To consider whether to recommend to the Council the purchase of Easy PC Accounts:** This package was identified by the previous clerk. To proceed as minuted under minute 8/20.

**10/22. Agree items for the next meeting, review of interim audit, budget setting for 2023/24:** It was RESOLVED to set a Finance Committee meeting for proposed date of 01 December 2023, and proceed to draft the budget.

There being no further business the Chairman declared the meeting closed at 7:50pm

..... Signed                      .....

DRAFT