

Barkway Parish Council

Appendix A - To the Parish Council Meeting

held on Tuesday 26th May 2020

Notes from the meeting of the Finance Group

Held in the Community Room on Tuesday 26th May at 7pm

1. Present:

Cllr. Bill Dennis (joined the meeting at 7.20pm)

Cllr. Jackie Connolly

Cllr. Peter Baker

Cllr. Jennie Cox

Clerk/RFO Catharine Toms

2. Apologies:

None

3. To agree Terms of Reference for a Finance Committee:

To be deferred.

4. To agree Parish Council application for a debit card for Clerk to use for sundry purchases:

As per item 6.18 in the newly adopted Financial Regulations, which provides for a debit card to be issued specifically restricted to the Clerk/RFO. Agreed.

5. To receive update on facility to make online payments:

Due to current situation with Covid-19, contacting the bank had been proving difficult and time consuming. Cllr. Cox had now managed to obtain an online banking device. Cllr. Connolly would continue to try and apply for similar. Once set up – payments would be set up online by the Clerk/RFO. Clerk/RFO to provide Cllrs. with list of payments to be made at each monthly meeting. Once approved at the meeting, a Cllr. with online banking device could log in and authorise payments to be made by referring to approved list of payments.

6. To check and agree bank balances - Sage Trial Balance reconciliation to Barclays bank statements:

The Clerk/RFO provided members of the Group present with copies of the Sage reports for the Parish Council accounts, copies of a bank reconciliation and a bank account statements. These were crossed checked and verified by Cllrs. as correct.

7. To examine actual finances to 31st March 2020:

The spreadsheet was examined in detail, actual income against budget (separate back up schedules were provided for the 'Pavilion Net Cost' line and the 'Push Energy Contribution Balance' line). The Parish Council bank balance as at 31.03.2020 was £74,743.73 (including a petty cash balance of £13.00). Of this amount currently £29,566.49 was Push Energy Community Contribution fund.

8. 2019/20 costs for the Pavilion and Recreation Ground

The net cost of the Pavilion was £3,121.90 for the year. Discussion took place regarding the need to carefully control costs associated with the football activities as income would be greatly reduced this year

9. Pavilion Account fund raising balance

This was £286.38. The profit from Bonfire Night of £407.04 was still to be allocated into the Pavilion fund and the Pavilion bank account closed. The amount of £693.42 would be ring-fenced reserved funds within the Parish Council bank account. **Action: Clerk**

10. Push Energy Community Contribution balance

The Push Energy Community Contribution fund now had an unallocated balance of £29,457.34. There was allocated a £109.15 balance of grant awarded for the Pavilion.

11. Reading Room Accounts to 31.03.2020

The Reading Room accounts balance was £999.77

12. To reaffirm Clerk's authorisation to set up Utilities / Waste Disposal / Play Equipment Inspection / Printer contracts with a direct debit mandate

As payment by direct debit often gained better pricing with suppliers, this was agreed.

13. To consider and decide whether to recommend to Council a 2% annual pay increase for the Clerk backdated to 1st April 2020 (per HAPTC guidelines for 2020/21 budget)

This was agreed.

14. AOB

None

15. Date of next meeting

TBA

The meeting closed at 7.30pm