

Skelton Parish Council

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Minutes of the Finance Committee Meeting of Skelton Parish Council held on Thursday 23rd May 2024 in the Village Hall at 1815.

Present: Cllrs J. Watson, C. Linfoot, and J. Linfoot

Members of the Public: None

Clerk: Colin Ellis

24/FC00 Chair's welcome

The Chair welcomed those present and said that the primary reason for the meeting was to conduct a half yearly review as laid out in Standing Orders, the Financial Regulations, and the Internal Control Plan.

24/FC01 To receive apologies for absence and to approve reasons for absence.

None. It was noted that Cllrs T. Stead and L. Mansell were absent.

24/FC02 To receive any declarations of interests not already under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests.

None

24/FC03 To resolve to adjourn the meeting to hold the Open Forum to include:

(a) To receive Residents questions.

No questions – no residents present.

24/FC04 To approve and sign the Minutes of the Finance Committee Meeting of Skelton Parish Council held on 13th December 2023 as a true and correct record.

It was RESOLVED to approve the Minutes of the Finance Committee Meeting of Skelton Parish Council held on 13th December 2023 as a true and correct record and were signed by The Chair.

24/FC05 To conduct checks as per the Internal Control Plan 23/24

It was RESOLVED that the Finance Committee was convened to conduct a half-yearly review as laid out in Standing Orders, the Financial Regulations and the Internal Control Plan as follows:

Finance

| The Committee checked that: | Conclusion of the Committee: |
|---|--|
| 1. Payment and procurement practices are being followed and that accounting records are maintained up to date and accurate. | Agreed. A very brief sample check was conducted. |
| 2. Monthly budget monitoring reports and bank reconciliations are consistent with the bank statements | Agreed. A very brief sample check was conducted. |
| 3. All payments are supported by invoices or receipts listed in the minutes. | A very brief sample check was conducted. Agreed |
| 4. Two signatories sign all cheques | Not applicable. No cheques had been issued. |
| 5. Two signatories sign all BACS payments. | Payment lists were distributed by email with all invoices prior to monthly meeting as well as printed copies at the meeting. |

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|---|--|
| 6. Record keeping is adequate and accurate | Agreed |
| 7. VAT is recorded separately and is reclaimed | VAT is recorded separately and is reclaimed. |
| 8. Any surplus is in an interest-earning account | Agreed. |
| 9. Cemetery fees are correctly calculated and collected | Agreed. |

Risk Management

| The Committee checked that: | Conclusion of the Committee and any Actions: |
|---|---|
| 1. Review of the Risk Management Register | The Committee reviewed the Risk Management Register and recommended that the Council approves it. |
| 2. Insurance Appropriate insurances are in place – <i>public liability, employers' liability, councillor's indemnity, assets</i> | Agreed. |
| 3. Information Commissioner ICO registration is maintained and will be renewed in June 2024 | Agreed |

Governance / Council Business

| The Committee checked that: | Conclusion of the Committee and any Actions: |
|--|---|
| 1. Meetings are managed and recorded correctly – e.g., publicised and papers distributed within the statutory time scale, agendas meet requirements, decisions recorded, minutes verified and signed | Agreed |
| 2. Regulatory requirements for the election and appointment of Councillors are being met. | Agreed |
| 3. Standing Orders and Financial Regulations are up-to-date and are adhered to. | Agreed |
| 4. The internal control procedures are up-to-date, effective and in accordance with the criteria set out in "Governance and Accountability for Local Councils" | Agreed |

Annual tasks

a. To consider the asset register as per 31 March 2024.

The asset register was reviewed. The Committee recommends that the Council approve the asset register as of 31 March 2024.

b. To adopt an Internal Control Plan for 2024/25.

The Internal Control Plan for 2024/25 was considered. It is the Committee's recommendation for full council to adopt the Internal Control Plan for 2024/25

c. To review a list of direct debits for 2024/25.

It was RESOLVED to approve the list of direct debits presented to the meeting for 2024/25.

d. To consider the conclusion of the Internal Audit Report for 23/24.

It was RESOLVED to approve the conclusion and recommendations of the Internal Audit Report for 23/24 noting that there were no significant recommendations and would recommend adoption by Full Council.

e. Answer the questions in Section 1 of the AGAR and review the draft of the figures for section 2. AGAR Unaudited for 23/24 to be presented and recommended for adoption by Full Council

It was RESOLVED to answer the questions in Section 1 of the AGAR and reviewed the draft figures in Section 2 and would recommend adoption by Full Council.

24/FC06 To consider exclusion of the press and public from the discussion of items 24/FC07 by virtue of s.1(2) of the Public Bodies (admission to Meetings) Act 1960 due to the nature of the following business to be transacted being prejudicial to the public interest.

No members of the public present.

24/FC07 To consider Clerk's Extraordinary workload during April with significant extra hours incurred including some weeknights and weekends because of:

- **Preparing year end documentation for Internal Audit involving submitting various and substantial separate statements**
- **Simultaneously preparing for Annual Parish Assembly and Council Meeting in April**
- **Requiring reviewing and consider amendments regarding the Council's 30 Governance and Accountability Policies ready for the Annual Meeting on 23rd May.**
- **Setting up all the new files necessary for the new reporting year**

The Clerk offered to leave the room at this point, but the Councillors RESOLVED it would not be necessary. It was RESOLVED to note the additional workload involved over recent weeks and to approve overtime payments of 30 hours during April in concluding the Internal Audit requirements whilst noting that there was a 24/25 budget provision of 30 hours overtime allowance for the Clerk.

24/FC08 Date of Next Meeting

January 2025.

The Chair closed the meeting at 1846.

Signed _____ J. D Watson _____ Chair of the Finance Committee

Date _____ 19/12/2024 _____