

Nash Mills Parish Council

Finance Committee Minutes

Of the meeting held on **11th February 2019** at Nash Mills Village Hall, Lower Road, Nash Mills, HP3 8RT

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Present

Committee Members:

Councillor Lisa Bayley
Councillor Louise Gross
Councillor Rosie Moubray
Councillor Alan Briggs
Councillor David Jackson
Councillor Terence Collins

In Attendance

Nikki Bugden (Clerk)

19/010/F To appoint acting Chair for this meeting

- Clerk had misunderstood the schedule regarding a discussion of the purpose and timings of Committees that had been placed on the Agenda for today's full Parish meeting. Committees will be discussed at the May Parish Meeting.

On this basis the Committee needed to appoint a Chair for the period until the Elections.

Cllr Moubray Proposed David Jackson

Cllr Collin's seconded

Unanimous decision

It was resolved that Cllr David Jackson be appointed Chair of Finance with immediate effect.

Cllr Moubray remains as Vice-Chair.

19/011/F Apologies

To receive and accept apologies for absence.

- Cllr Maddern, prior longstanding commitment.
- Cllr Lardi

19/012/F Interests

To receive declarations of interest from Councillors on items on the agenda.

- none

To receive written requests for dispensations for declarable interests; and

To grant any requests for dispensation as appropriate.

- none

19/013/F Minutes

To confirm the Minutes of the Nash Mills Parish Council Finance Meeting held on Monday 10th December 2018 as a true record of the proceedings (as January meeting was postponed and incorporated into the January Full Council Meeting)

Nash Mills Parish Council Finance Committee

- **Resolved**, Proposed Cllr Jackson, Seconded Cllr Moubray that these Minutes be agreed as a true and accurate record of the proceedings and the minutes were duly signed by the Chairman. Unanimously agreed.

19/014/F Monthly Financial Matters

a) To authorise payments made in accordance with the budget. (Monthly Schedule attached)

- **Resolved**, Proposed Cllr Jackson, Seconded Cllr Moubray that the payments are authorised. Unanimously agreed

b) To note receipt of income (none)

c) To receive bank statements, bank reconciliation and quarterly budget report for end Dec (attached- Lloyds only)

- **Resolved**, Proposed Cllr Jackson, Seconded Cllr Moubray that the reports and bank statements accurately reflect the transactions for the month of January and the budget position for the quarter to the end of the December. Unanimously agreed.

d) To consider and approve invoices for payment not included in the schedule above. (none).

e) To sign the amendment to December's schedule (amendment as Netnerd invoice was reduced).

- **Resolved**, Proposed Cllr Jackson, Seconded Cllr Moubray that the schedule accurately reflects the amendments to the bank transactions regarding NetNerd web hosting. Unanimously agreed.

f) To note on file LG221 Pension return (Clerk to report verbally re Paybureau errors).

- **Resolved**, Proposed Cllr Jackson, Seconded Cllr Moubray that the LG221 accurately reflects the payment submitted from the bank to LGPS. Unanimously agreed.

The Clerk explained that the payroll provider had made incorrect calculations for Pension deductions since the Clerk's appointment and then adjusted the calculations incorrectly when trying to resolve the original error.

Cllr Moubray has been copied in to all correspondence relating to this and the Clerk has a spreadsheet relating to the deduction errors reflecting the correct scheme of payments. The Local Authority Pension administrator has been kept fully informed of the errors by the payroll provider and also has been provided with the excel sheet illustrating the errors discovered by the Clerk.

19/015/F Update On Banking Arrangements.

a) NatWest Bank Mandates-update

- Cllr Bayley had a new NatWest Bank Mandate for completion following the ongoing issues with NatWest for correctly actioning the previously completed mandates. This was duly signed by Cllr Jackson and Cllr Moubray and will be returned to the bank by Cllr Bayley. Cllr Bayley will then obtain a full list of the signatories on the NatWest bank accounts for reference. The Clerk currently does not have access to NatWest Accounts for reconciliation purposes.

b) To confirm arrangements for January's payments

- Cllr Jackson confirmed that he will check and authorise the payments uploaded by the Clerk and Cllr Bayley will be the second authoriser. A text will be sent to the Clerk once this has been actioned.

19/016/F Budget 2019/20

To propose, second and approve the updated draft Budget for 2019/20 for submission to Full Council (attached).

- **Resolved**, Proposed Cllr Jackson, Seconded Cllr Moubray that the budget be taken to Full Council for approval and adoption. Unanimously agreed.

19/017/F Precept Demand 2019/2020

To propose, second and approve the precept demand for submission to Full Council (attached)

- **Resolved**, Proposed Cllr Jackson, Seconded Cllr Moubray that the precept be taken to Full Council for approval and subsequent submission to Dacorum Borough Council. Unanimously agreed.

The precept demand requires no increase per household for the year 2019/20

The Clerk asked for it to be noted that the precept form contains the Lloyds bank account details to receive this payment as it was sent to NatWest last year.

The Council were advised by the Clerk that the return was late this year, due to the delay in the budget being signed off (caused by the Clerk having to rebuild the financial workings from July due to the previous Clerk leaving, the loss of the Chair of Finance and there being a considerable gap before the new Clerk/RFO was in place). The relevant dept at DBC were advised in advance that the precept deadline would be missed and were happy to agree this extension.

19/018/F Proposed IT Expenditure- Cllr Briggs.

To propose, second and approve the suggested IT Spend for submission to Full Council (attached).

- **Resolved**, Proposed Cllr Jackson, Seconded Cllr Moubray that the proposal illustrated in the attached report be submitted to Full Council for approval as there is a considerable saving to the Parish, along with a much improved functionality of the IT provision, including regular cloud backup. Unanimously Agreed

19/019/F RFO Report

Update to Councillor's re current financial position and procedures (attached)

- Clerk presented her RFO report attached. Financial procedures are in place, however a reconciliation since July 2018 following previous Clerk's departure has highlighted some concerns/inconsistencies.

The Clerk has suggested a review of all statutory documents on a rolling programme to address concerns, however immediate concerns to be addressed;

-Ensuring that no further VAT returns are missed should a Clerk leave/be off sick.

-High Balances on NatWest Account in excess of the Financial Compensation Protection Scheme limit of £85000 be addressed. The Clerk, in capacity of RFO, requested that the Chair of Finance make a transfer as soon as possible to move funds across to the Lloyds

account. There was a discussion about limits and the Clerk has confirmed that the compensation limit of £85000 covers per institution and NMPC therefore have too much on the NatWest account.

Cllr Jackson will take this forward and update the Committee

-Monthly schedule (inconsistencies in addition/errors), The Clerk has suggested that all schedules are checked to bank statement reconciliation to ensure totals match in addition to the current practise of the invoices being ticked back.

-3 yr plan, in light of high balances Clerk enquired as to Council's 3 yr plan, this is not yet in place and Cllr Jackson has advised that this wait until budget, precept etc are submitted.

Cllr Maddern joined the meeting at this point 7.55pm

19/020/F P3 Works

Update re status of works and impact on next year's funding.

- P3 Scheme grant award is conditional on works being completed prior to new grant funding applications being considered. The purchase and installation of the new noticeboard has not been completed due to a number of factors (issues with permission for site of installation, delay in obtaining Parish Logo). NMPC will not be able to apply for P3 grant funding for 2019/20.

Cllr Maddern to take forward re permission to install in revised site (Methodist Church end of The Denes shopping parade). This will be taken forward on action list for Full Council as it ties in with Defibrillator discussion.

19/021/F To Approve Expenditure for PPE (personal protective equipment) for Warden

Proposed spend no more than £30 (gloves/boots/goggles/high vis vest etc)

Resolved, Proposed Cllr Gross, Seconded Cllr Moubray that the expenditure for the purchase of the PPE equipment can take place. Unanimously Agreed.

19/022/F Action List

To update the status of outstanding action points from previous meetings.

Attached.

19/02/F Next Meeting/Items for Consideration

To suggest agenda items for the next meeting of the Finance Committee On

Monday 11th March 2019

Meeting closed at 8.10pm

