

# Nash Mills Parish Council

## Finance Committee Minutes

Of the meeting held on **8<sup>th</sup> April 2019** at Nash Mills Village Hall, Lower Road, Nash Mills, HP3 8RT

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### Present

#### Committee Members:

Councillor Lisa Bayley

Councillor Alan Briggs

Councillor David Jackson

Councillor Jan Maddern

#### In Attendance

Nikki Bugden (Clerk)

4 members of the public

### Meeting Opened 7.30pm

#### 19/034/F Apologies

To receive and accept apologies for absence.

- Cllr Lardi, Cllr Moubray, Cllr Collins.
- Cllr Gross was not present, no apologies received.

#### 19/036/F Interests

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

- none

To receive written requests for dispensations for declarable interests.

- none

To grant any requests for dispensation as appropriate.

- none

#### 19/037/F Minutes

To confirm the Minutes of the Nash Mills Parish Council Finance Meeting held on Monday 11<sup>th</sup> March 2019 as a true record of the proceedings.

- **Resolved** Cllr Jackson, Seconded Cllr Maddern that the minutes be agreed as a true and accurate record of the proceedings and the minutes were duly signed by the Chairman. Unanimous decision.

#### 19/038/F Monthly Financial Matters

- a) To authorise payments made in accordance with the budget. (Monthly Schedule attached)
  - 3 payments on the schedule require bank details being uploaded to the online service and the Clerk currently does not have access to do this. (Inv Frank Cooper & Sons, Inv Diverse print, Inv Chess ICT)

Cllr Jackson will upload the details so that these payments can be authorised along with the remaining payments on the schedule.

**Resolved**, proposed Cllr Jackson, Seconded Cllr Bayley that the payments be made in accordance with the attached schedule.

- b) To note receipt of income attached

**Noted** income up to 31<sup>st</sup> March 2019 showing bank transfers where balances have been moved across from NatWest accounts.

- c) To receive bank statements and bank reconciliation up to end March 2019.

**Noted** by Cllr Jackson that the statements accurately reflect the transactions that have been authorised for payment for the month of March 2019 and the bank transfers between accounts. The income is as expected.

- d) To ratify the expenditure to Frank Cooper & Sons for gate repairs (email approval given) £258.00 inv 41331

**Resolved**, Cllr Jackson, seconded Cllr Maddern that the invoice for the repair to the gates be paid as works now completed.

Unanimous decision originally undertaken by email and now ratified.

- e) To consider and approve invoices for payment not included in the schedule above.

**None**

- f) To note on file LG221 Pension return (and year end return).

Clerk advised that due to issues with LGPS the end of year summary has been completed but still awaiting confirmation that it can be uploaded to their system. Monthly LG221 has not yet been completed as LGPS have not finalised their year-end. Clerk to key within statutory guidelines.

- g) To note year end figures for 2018/19

**Noted** year end figures showing an overspend of approx. £650.00 over the precept/grant/warden income and this will be covered by the use of our reserves.

- h) To note accrual figures for 2018/19

**Noted -breakdown attached.**

#### **19/039/F Update on Banking Arrangements.**

- a) NatWest Bank Mandates- update & completion of forms for Clerk's online access

- Cllr Jackson advised that the Clerk has now completed all mandates which are now with NatWest. Clerk has also obtained a mandate to allow online access. This mandate has to be signed by **all** current signatories and Cllr Jackson and Clerk will ensure that signatures are obtained pre-elections as Cllr Collins absent this evening.

- b) To confirm arrangements for April's payments

- Cllr Jackson confirmed that he will authorise all payments which will then be checked and authorised by Cllr Bayley. Clerk will be advised by text once these are done so that a bank printout can be obtained to store with the monthly schedule.

- c) To update the actions and timescales relating to the remaining high balances on accounts.

- **Resolved**, Cllr Jackson, Seconded Cllr Bayley that a 32 day deposit account be opened at Lloyds to store surplus funds and obtain some interest. £30000 to be transferred upon opening and the a further £30000 once precept is in. **Clerk to action.**
- d) Update re monthly DD/SO payments -signing of DD Mandate for garage rental.
- Following last months resolution to pay suppliers by DD/SO where possible the following have been arranged.

*Monthly DD*

DBC Garage rental

Vodafone (existing DD)

Quickbooks/intuit

ICO – annual subscription

*Monthly Standing Order*

Paybureau

NMVHA - diary note to ensure August payment is not paid.

Salaries

In accordance with our financial regulations these payments will still be included in our monthly schedule to allow them to be formally approved.

They will be reviewed as an agenda item annually.

#### 19/040/F Action List

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

<b>New Actions from Most Recent Meeting</b>	<b>Comments</b>
All – Councillors to forward Parish Clerk suggestions for funding projects. (ongoing)	
NB to upload approved finance minutes on parish council website.	NB <b>ACTIONED</b>
Clerk to arrange direct debits and standing orders	NB <b>ACTIONED</b>
Cllr Briggs/Clerk to liaise re IT Support	AB/NB <b>ACTIONED</b>
InDesign to be installed	AB/NB <b>ACTIONED</b>
Purchase of PPE equipment for Warden	LG/NB <b>ACTIONED</b>
Accruals list to be circulated	NB <b>ACTIONED</b>
<b>Awaiting Further Updates</b>	
RM payment to be made to NMVH re tea urn.	RM/LG <b>SEE BELOW</b>
NatWest Mandates (clerk only)	NB <b>ONGOING</b>

• NMVHA

Tea Urn – invoice now received but Clerk has asked Cllr Maddern to verify the address on the invoice as it is addressed to their Treasurer’s place of work not NMVHA registered address.

**19/041/F Next Meeting/Items for Consideration**

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

**Monday**

**10<sup>TH</sup> JUNE 2019.**

- Play Equipment/Gym equip for Parish – Clerk to investigate, Cllr Maddern to check planning.
- Cil monies

**Meeting closed 19.47pm**

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**Chair Finance 10/6 /2019**