

OTTERBOURNE PARISH COUNCIL
Minutes of the Finance and Administration Committee Meeting,
Bianchi Room, Otterbourne Village Hall on 19 April 2022 at 7.10 pm

Policies and Documents available on the website:

Code of Conduct; Standing Orders; Financial Regulations; Publication Scheme; Data Protection; Planning Protocol; Investment Strategy; Guidance for Committees; Complaints Procedure; Recruitment Procedure; Press and Media Communications; Protocol for Reporting in Meetings; Equality and Diversity Policy; Travel and Subsistence Scheme; Mailchimp Policy.

Documents emailed for the meeting:

RFO Report with Statement of Accounts, Investments and Reserves; End of Year Analysis; Risk Control Mechanisms; Financial Risk Assessment; AGAR.

Present: Cllrs Moody (Chair) Stansbury; Smith; Reed; King; Green; Clerk/RFO.

1. **Apologies for absence:** Cllr Gilbert. Cllr Lansdown-Bridge had submitted resignation.
2. **Declaration of Interest:** None received.
3. **Open Session for Parishioners:** No parishioners attending and nothing raised.
4. **Governance Documents/Policies/Procedures**
To review all governance documents/policies/procedures.
 Publication of the new 2022 Practitioner's Guide Accountability and Governance was noted. Amendments approved to the Planning Protocol, Recruitment Procedure, Equality and Diversity Policy. All other documents were approved. The GDPR had been updated for 2022.

Agenda all documents for adoption at the Annual May PC meeting	Clerk/RFO
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5. **Asset Register and Insurance**
To review cover of assets; including Fidelity Guarantee and Public Liability.
 The Assets Register had been updated. The insurance renewed with Zurich 1st October 2021 and in the last year of a 3 year tie-in; all risks cover; excess £250; 3% inflationary increase; Fidelity Guarantee £250,000; Public Liability cover £12M; Employer's Liability £10M and Certificate received.
 Pavilion Rebuild Cost: The RFO had checked rebuild against the BCIS calculator. Council unanimously approved increase in insurance to £280,000.

To instruct Zurich	Clerk/RFO
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6. **Bank Accounts and Budget Analysis**
To review Bank Mandate and Signatories and internet banking arrangements.
 Current signatories and Full Access Users: Cllrs Moody, Smith, Gilbert and the Clerk.
 Authorisation: any two Councillors plus Clerk/Administrator for cheque or internet payments.
 Transfer between OPC bank accounts: agreed up to £10,000 for any one transaction.
 Financial Regulations 6.7: agreed to renew approval for use of internet for further two years.
 Financial Regulations 6.15: agreed to renew a limit of £500/month for Charge Card.
 Changes to Online Banking: Lloyds had advised that it was giving additional powers to Full Access Users. Payments would still require three to authorise, but tasks such as changing the business postal and email address or opening and closing accounts could be undertaken by any single Full Access User. Council agreed that Full Access Users should be limited to the Administrator and Chair of Finance and all other Users would be Delegate Users ie payment authorisation only.

To review end of year analysis, account balances, c/f 2022/23, investment accounts.
 Total expenditure end of year -8% under Provision and including Accruals -1%.
 Total income end of year +11% due to CIL funding and other grants being received.

Items for projects and amounts to be carried forward to 2022/23.

Platinum Jubilee	£1,353 plus addition up to	£ 3,000
Play Park Wetpour		£ 1,350
Open Spaces		£ 1,000
Accruals/agreed instructed work:		
OVHC for additional Biffa grant award		£ 1,000
Allotments Garage		£ 670
Common walkway (incl WCC grant)		£ 856
Other contracts awaiting invoice (estimate)		<u>£ 807</u>
Total for c/f allocated Items		£ 8,683

Treasurer's account:

Balance to 31/03/21:	£ 10,756.49
Less payments uncleared at 31/03/21	(£ 803.00)
Less Amounts to be carried forward as above	<u>(£ 8,683.00)</u>
Balance end of year unallocated	<u>£ 1,270.49</u>

End of Year Reserves: assets replacement and emergency funds: £29,679.27 and £17,217.83.
 CIL Funds: £6713.82 received 2021/22 less £500 to SOCCT = c/f to 2022/23 £6,213.82

VAT Making Tax Digital

HMRC had advised that from 1 April 2022 all VAT registered businesses, whatever the turnover, must sign up to MTD. The RFO was investigating various accounting software and bridging packages to comply with HMRC requirements.

To finalise by HMRC due date	Clerk/RFO
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7. Assessment and Management of Risks

To assess the risks facing the Council and review the effectiveness of control mechanisms.
 The RFO had updated some items. There were no matters raised and the documents were approved for signing. The Internal Audit was scheduled with John Murray, independent Chartered Accountant, on 28 April 2022.

To attend Internal Audit and Agenda the report to Council 17 May	Clerk/RFO
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8. External Audit - Annual Governance and Accountability Return (AGAR)

To consider: Section 1 The Annual Governance Statement and Section 2 Accounting Statement.
 Councillors were informed of the requirement for audit to assess and be able to affirm Section 1 statements 1-9 with regard to meeting their responsibilities and for agreeing the completed Section 2 Accounting Statement.
 The External Auditors appointed by HM Government were PKF Littlejohn.

To Agenda the AGAR for approval by full Council	Clerk/RFO
To finalise AGAR and submit to PKF Littlejohn and to publicise the Notice of Public Rights to inspect the unaudited accounts.	Clerk/RFO

Meeting closed 7.30 pm.