

Locum Clerk to the Council/RFO: Shaun Jones
Chairman: Cllr Mark Underwood

Minutes of the Finance Committee Meeting held at 6:00pm on **Tuesday 4 May 2021** via Zoom Video Conferencing.

Present: Cllrs Parkhurst, (Chair), Underwood and Jones
Not Present Cllr Clarke
In attendance: Shaun Jones Locum Clerk;

- F40.20/21 RECEIVE APOLOGIES & REASONS FOR ABSENCE** – Email from Cllr Clarke proffering belated apologies received 22:43hrs.
- F41.20/21 DECLARATIONS OF INTEREST** – None
- F42.20/21 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** - None
- F43.20/21 MINUTES** – The minutes of the meeting held on 18 January 2021 were reviewed as an accurate record of proceedings. **Proposed MU and seconded FJ to approve – carried unanimously** and signed by the Chair.
- F44.20/21 CLERK'S REPORT AND MATTERS ARISING** – SJ advised there was nothing to report at this stage as agenda items to be considered will cover.
- F45.20/21 FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY** – **Proposed by FJ, seconded by MU** to note the position of financial cost centres compared to budgets at the end of Q4. **All in favour – motion passed.**
- F46.20/21 BANK RECONCILIATION** – **Proposed by MU, seconded by FJ** to note that the Bank Reconciliation for all accounts, including Petty Cash to 31 March 2021. **All in favour – motion passed.**
- F47.20/21 PAYROLL SERVICE PROVIDER** – To approve a revision on who will externally manage the BHPC Employee Payroll. SJ advised of the earlier agreed provider being Shropshire HR (£500 annually), but they advise they are unable to offer a take on until September. Without having to renew the current Brightpay software licence (£90 annually) SJ has made contact with James, Holyoak & Parker in Shrewsbury who offer a similar service, £80 less annually, cutover allowable in June 2021, payable in arrears. **MU is keen to support the alternative. FJ seconds, all in favour, motion passed.**
- F48.20/21 DRAFT YEAR END FINANCIAL REPORTS** – SJ presented the end of year reports, adjustments to reflect transition from receipts and payments accounting basis to income & expense accounting, flows into a true picture of the Council's financial position as at 31st March 2021. Income & Expense report and Balance Sheet reviewed. Overall the computed surplus for FY 2020/21 is £32,318.90. The Annual Return computed figures were covered off and an offer to take questions. **AP as Chair of Finance and on behalf of all members this committee and the council as a whole thank SJ for the hard work and dedication shown in maintaining the accounts of the council. All present voted in favour.**

Signed.....

Date.....

Page 8

F49.20/21 ALLOCATION OF YEAR END SURPLUS TO EARMARKED RESERVES – SJ suggests switching £40,977.52 into Earmarked Reserves leaving £1,319,50 in the General Fund. A breakdown of £977.52 added to CIL Reserve, £5,000 to LM Play Equipment, £5,000 to Street Light Column Renewal and £30,000 into a new Street Lamp LED Conversion reserve. **AP supports the suggestion**; other members indicate likewise. **All members agreed**

F50.20/21 AGAR SECTION 1 – GOVERNANCE STATEMENT – SJ walked members through the 9 assertions which were all answered in the affirmative thus confirming a sound system of Internal Control is in place. This Governance Statement will be brought to Full Council in June when the Complete Annual Return (AGAR) is presented for approval.

F51.20/21 PAYMENTS – The Clerk tabled a list of payments for May for approval. For acceptance of May schedule, **motion proposed FJ, seconded MU, all in favour.**

The imminent retirement of Cllr. Fred Jones. Ahead of formally closing the meeting, AP expressed a massive thank you to FJ for being a member of the Finance Committee as well as Deputy Chair of the committee for many years. You are a safe pair of hands right behind myself. You will be missed, have served the village well. Your exemplary behaviour, in a courteous and moral way in performing the role of Parish Councillor is acknowledged. Good luck to you. A round of applause from all present.

Meeting closed at 6:42pm.

DRAFT