

Sutton Bridge Parish Council Finance Committee

Meeting Notice & Agenda

Notice is hereby given, and all members of the Committee duly requested to attend a meeting of the Parish Council's Finance Committee, to be held 18:00hrs Tuesday, 26 April 2022 in the Diamond Hall of the Curlew Centre, Sutton Bridge.



Clerk

21 April 2022

clerk@suttonbridge-pc.gov.uk

AGENDA

1. To note members' attendance and to receive apologies for absence.
2. To receive declarations of disclosable pecuniary or other interests and to consider any written request for dispensation.
3. To approve the [minutes](#) of the finance meeting held 29 March 2022.
4. To approve the March [bank reconciliation](#) and [cash book](#).
5. To check and if appropriate recommend to full council payments to 26 April 2022 as below with any late payments reported by the clerk, and to note two members to authorise bank payments.

| Payee | Detail | Net £ | VAT £ | Total £ |
|-----------------------|-------------------------------|-----------------|---------------|-----------------|
| XBM Ltd | Photocopier 19/10- 21/10/21 | - 15.00 | - 3.00 | - 18.00 |
| XBM Ltd | Photocopier 21/5 -22/6/21 | 15.00 | 3.00 | 18.00 |
| XBM Ltd | Photocopier 22/11-20/12/21 | 1.66 | 0.33 | 1.99 |
| XBM Ltd | Photocopier 20/12- 21/01/22 | 1.12 | 0.22 | 1.34 |
| XBM Ltd | Photocopier 20/01- 21/02/22 | 1.78 | 0.36 | 2.14 |
| ICCM | Subscription Fee | 95.00 | | 95.00 |
| Mr D Borkertas | Expenses | 10.84 | 0.57 | 11.41 |
| The Curlew Centre | Office Rent April - June 2022 | 1,000.00 | | 1,000.00 |
| Mr C Hennelly | Tree Work | 380.00 | | 380.00 |
| SHIDB | Drainage Rates | 724.24 | | 724.24 |
| SSE | Pavilion Electricity | 59.70 | 2.98 | 62.68 |
| Heronwood | Parish Grass Cutting | 110.00 | | 110.00 |
| Heronwood | Garden of Rest Grass Cutting | 65.00 | | 65.00 |
| Heronwood | Highways Grass Cutting | 80.00 | | 80.00 |
| SBPCC | Grant | 2,750.00 | | 2,750.00 |
| Mr R Tear | Burial Refund | 550.00 | | 550.00 |
| Mrs K Croxford | Black Bags | 20.00 | 4.00 | 24.00 |
| Mrs K Croxford | Expenses | 34.65 | 1.67 | 36.32 |
| Mr R Smith | WD40 | 2.58 | 0.52 | 3.10 |
| Mr R Smith | ID Cards | 51.57 | 10.31 | 61.88 |
| Mr R Smith | Adobe subscription | 12.64 | 2.53 | 15.17 |
| Mr R Smith | Home office allowance | 26.00 | | 26.00 |
| Mr R Smith | Mobile phone contribution | 8.33 | 1.67 | 10.00 |
| Mr R Smith | Mileage | 14.40 | | 14.40 |
| Mr R Smith | Salary | 1,709.99 | | 1,709.99 |
| Mrs K Croxford | Salary | 347.14 | | 347.14 |
| Mr D Borkertas | Salary | 414.70 | | 414.70 |
| LCC | WYPF Pension Contributions | 816.82 | | 816.82 |
| Auditing Solutions | Auditors Fee | 90.00 | 18.00 | 108.00 |
| Complete Weed Control | MP Weed Control | 390.00 | 78.00 | 468.00 |
| TalkTalk | Calls & Broadband | 34.00 | 6.80 | 40.80 |
| Total | | 9,802.16 | 127.96 | 9,930.12 |

6. To note delegated expenditure for Jubilee Clip @ £2.84 + VAT, WD-40 @ £2.58 + VAT, The Wombles Black Bags @ £20.00 + VAT
7. To note receipts: Precept £70,033.00; VAT reclaim £585.95; Garden Allotments £290.00; Fair £147.46; bank interest £64.77.
8. To resolve to approve the year end [budget review](#) including budget transfers and the earmarked reserves to be carried forward.
9. To receive the [annual internal audit certificate 2021/22](#) (AGAR page 3 of 6).

10. To receive the detailed [internal auditor's report for 2021/22](#) and to resolve on any recommendations.
11. To approve the [financial accounts for y/e 31 March 2022](#).
12. To approve the [bank reconciliation for the year ended 31 March 2022](#).
13. To approve the [asset register as at 31 March 2022](#).
14. To approve the [period for the exercise of Public Rights](#): Monday 13 June to Friday 22 July 2022.
15. Considering each statement in turn, to resolve to agree and approve responses to the [annual governance statement 2021/22](#) (AGAR page 4 of 6).
16. To approve the [annual accounting statements 2021/22](#) (AGAR page 5 of 6).
17. To approve the [explanation of variance 2021/22](#).
18. To resolve to appoint Auditing Solutions Ltd as the internal auditor for the financial y/e 31/03/2023.
19. To approve the Council's [annual investment strategy for 2022-23](#).
20. To consider any grant applications.
21. To resolve to recommend the authorisation of Platinum Jubilee Beacon @ £490.00 plus VAT.
22. To resolve to recommend an increase in football club pitch and pavilion fees of 10% to £341.00 for 2022-23, plus 50% charge of the pavilion's electricity and water charges
23. To resolve on moving into closed session on the grounds of confidentiality, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1 (2).
24. To consider quotes received. [confidential, as matters relate to commercial negotiations]
 - i. To consider the purchase of two replacement laptops and a computer monitor.
 - ii. To resolve on works for the application of herbicide to the boundary of the Memorial Park.
 - iii. To resolve on works for the treatment of knotweed along the old railway line in the Memorial Park.
 - iv. To resolve on works for the application of herbicide to the paths and yew tree borders in the Garden of Rest.
 - v. Any late received quotes.