

Minutes of the Fressingfield Parish Council Finance Committee meeting held in Sancroft Hall, Fressingfield on Wednesday 13 October 2021 at 8pm

Present: Councillors Tom Lindsay, Nick Stolls and Neil Venton

Also in attendance: three members of the public; Andy Parris, clerk to the council and responsible finance officer (RFO).

- 1 The Chair welcomed everyone to the meeting and explained his role to the members of the public.
- 2 Apologies for absence: There were none.
- 3 Members' declarations of interest. There were none at this time.
- 4 Notification by councillors of any lobbying related to an agenda item. There was none.
- 5 To consider applications for grants received from parish organisations. It was agreed to re-arrange the agenda to consider the grant applications. Cllr NS declared an interest in application 1, as a member of the Parochial Church Council. The church owns Sancroft Hall. This is a personal, not prejudicial interest, and so he continued to be an active participant in the discussion and vote on this matter.
 - 1 Fressingfield Players. Councillors received clarification about the players' finances from a member of the public. After further discussion on the players expenses, the committee agreed to award a grant of £932. The committee recognised the different and difficult circumstances faced by the group for its first production since the lockdown was eased.
 - 2 Fressingfield Local History and Archive Group (FLHAG). The committee agreed to award a grant of £664.81 which will pay for hire of the room housing the valuable archive and an insurance premium for public liability at events.
 - 3 Fressingfield Playingfield Management Committee (FPMC). FPMC made an application for £750 to cover half the cost of the repair and replacement items identified in safety inspection reports. The discussion led the finance committee to approve this application, noting that other items are identified in the safety report and that FMPC is holding funds for a complete revamp of the play area.
- 6 To review the 2nd quarter income and receipt accounts. Councillors were originally given the wrong worksheet for the 2nd quarter. Once this was corrected, they noted the effect on the budget plan of the cost for the solicitor's work in registering the playing field. The budget will be revised in December, prior to setting the budget for 2022-23. It was noted that the layout of the worksheets for payments will be changed to meet HMRC requirements. There were no other matters of concern. The committee approved the accounts.
- 7 To review the annual audit reports and prepare recommendations for the full council
 - 1 Internal audit. The committee discussed in detail the internal audit report. The report acknowledges that the council's approach to the day-to-day management of its finances and the way it regularly monitors them meets the auditors' requirements. Comments in the report recommend tweaks to the council's procedures and changes on the council's website. The RFO feels some are already being done e.g. recording receipts as well as payments in the minutes. It was agreed that the RFO would get further clarification from the auditor on each of these comments.



- 2 The external audit. This report included a comment on figures in the Annual Governance and Accountability Return which had to be changed and signed and dated by the RFO.
- 8 The internal audit process for 2020-21 was reviewed. The committee agreed that the Suffolk Association of Local Councils (SALC) had provided a service that matched the requirements of the council's financial regulations (Sections 2.4, 2.5, 2.6, 2.7 and 2.8). It will recommend to the full council that SALC is used for the next internal audit.
- 9 The RFO's report to the committee detailed
 - 1 How the project to merge the two websites (council and village) could be kick-started. The committee agreed that the RFO could use overtime to do this. The plan to be reported back to the full council.
 - 2 Training that he will be attending (budgets, GDPR, and conflict management)
 - 3 CIL changes

There being no further business, the meeting closed at 9.45pm.

Signed:



Chair

19.10.21.

Date