

Chairman of the Committee: Cllr H Unwin Clerk: Katrina Baker MBE MILCM

Minutes of the meeting held on Monday, 26th April 2021 at 8pm. via Zoom

In Attendance: Katrina Baker, Clerk

Councillor H Unwin welcomed members to the meeting and thanked them for attending.

Councillor L Ricketts Unwell

It was proposed by Councillor H Unwin and seconded by Councillor S Unwin, all were in favour and thus it was

RESOLVED that the apologies be accepted.

Members sent their good wishes.

Councillor H Unwin	Matters relating to Randlay Community Centre, RPS and FoHRV
Councillor S Unwin	Matters relating to RCC and Randlay Rockets, RPS and FoHRV
Councillor C Turley	Matters relating to FoHRV
Councillor S Vaughan-Hodkinson	Matters relating to FoHRV

It was proposed by Cllr S Unwin and seconded by Cllr Vaughan-Hodkinson, all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 29th March 2021 are a true record and they will be signed by the Chairman.

FA21/696 Youth Provision Partnership

It was confirmed that TWC has provided the additional funding to enable the employment of a youth support work to move forward the Special Needs Activity Centre and associated provisions.

FA21/703

Financial Reports

End of Year Balances and AGAR reports

The Clerk had circulated the documents relating to the end of year accounts which have now been finalised and are ready for the Internal Audit.

The Cashbook Financial Summary, showed a balance of £237,774.91 and a Reconciliation between boxes 7 and 8 in Section 2 of the AGAR explained the debtors and creditors, accruals and pre-payments. The consolidated balance sheet, included the earmarked reserves which will be brought forward to this financial year.

An income and expenditure account was available for the financial year and there were only two variances that required an explanation. The reduced income, and consequent reduced expenditure was all related to the reduced hall hire due to Covid.

A copy of the draft Accounting Statements for 2020/21 had been circulated and confirmed the figures as stated.

An Asset Register, as at 31st March 2021, is available.

Members wished to record their thanks to the Clerk, Finance Officer and all staff for their work throughout the year and in particular for the financial management of the Council during difficult times.

FA21/704

Governance Reports

Financial Administration Policy

A revised document had been circulated to all Members for consideration, this took into account the changes due to the pending retirement of the Finance Manager. It is essential to ensure that there is an audit trail and that Members of the Finance & Audit Committee are confident that strict procedures are in place to support an adequate and appropriate audit trail.

It was proposed by Councillor H Unwin and seconded by Councillor S Unwin, all were in favour and thus it was

RESOLVED that the revised Financial Administration Policy be adopted for 2021.

The authorisation of payments will be undertaken by the Administrative Officer, following them being submitted to the bank by the Clerk (RFO). A full list of all payments will be presented to all Members of the Finance & Audit Committee and will appear as an appendix to the Minutes. All payments over £500 will appear monthly on the website as part of the Transparency Code.

FA21/705

Scheme of Delegation

A copy of the Scheme of Delegation had been circulated and appears on the Council's website. It was proposed by Councillor H Unwin and seconded by Councillor Turley that this be adopted in order that the Parish Council can continue to undertake all its statutory functions whilst in this interim period as we return to face to face meetings. All were in favour and thus it was

RESOLVED that the Scheme of Delegation be adopted.

FA21/706

Date of the next meeting

24th May 2021

7pm.

Hollinswood Neighbourhood Centre

Signed**Date**