



LISS PARISH COUNCIL

Minutes of the Finance Committee held virtually on 26th April 2021 @ 7.00pm

Members: *Cllr K Budden, , *Cllr H Linsley, *Cllr C Williams (Chair), *Cllr N Wilson

*Present

Also Present: Liz Ford, RFO

01/FIN/21 Apologies

Apologies were accepted from Cllr R Hargreaves, Cllr A Smith, and Cllr L McDonald

02/FIN/21 Declarations of interests

Cllr Linsley declared a personal interest as a trustee of the Newman Collard Playing Field Trust

No pecuniary interest was declared by other members present.

03/FIN/21 Minutes of the meeting on 2nd November 2020 and matters arising

Cllr Linsey drew attention to 11/FIN/20 where date of council meeting should be 18th January, Liz Ford to update this.

Resolved: that the minutes of 2nd November 2020 be accepted as a correct record, proposed by Cllr Wilson and seconded by Cllr Budden with all in favour.

Matters Arising

There were no matters arising.

04/FIN/21

Review of Financial position by RFO

Liz Ford reported that the Annual Return was brought forward due to restrictions of 6/5/21 of virtual meetings being held, this changed how accounts are put together, she had wanted to finalise accounts for AGAR but problems with balance sheet made this not happen.

Liz Ford highlighted that the main account spreadsheet showed incoming comparison against expenditure and that expenditure to date was within budget.

Liz advised that the Charities accounts had not yet been completed but that she would endeavour to do these prior to her departure.

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Draft Minutes

Cllr Linsley asked about the development of Andlers Ash Road and when they were due to start paying CIL money as some houses have now been sold. Cllr Williams said we have received some large sums from them already.

05/FIN/21 In year grant applications

Resolved that two in-year grant applications be approved for £1,000 to the Liss Heart Charity Trust for the financial years 20/21 and 21/22 proposed by Cllr Budden and 2nd by Cllr Wilson and with all in favour.

06/FIN/21 Review of Financial Regulations

Cllr Williams reviewed those adopted in 2016 from NALC. Found that Liss Parish Council ones offer a greater level of financial control, but had a couple of notes to consider, to replace wording of chairman to chair.

The following amendments were discussed;

1.8 to remove sentence that refers to Clerk/RFO being one person as we have two separate roles.

3.4 precept deadline to remain as it is. The Clerk wanted to change it to read by EHDC deadline. Cllr Williams will speak to The Clerk on this subject. (Cllr Williams spoke to the Clerk after meeting and she is happy to leave drafting as is.

4.1 The Clerk had also asked to have £500 increased to £1000 without the need for 3 Cllrs to sign off on expenditure. As these items are approved in earlier council meetings. This was agreed by council.

5.2 on page 7 RFO schedule of payments, amend wording from agender to papers.

6.3 'drafting all payments shall be affected by cheque change to cheque/bank transfers or instalment'.

6.7 5.6 anything paid by direct debit schedule not signed by 3 councillors but are set out at first council meeting of year for approval.

6.18 last sentence fuel card to be deleted as no longer have card.

6.20 corporate cards use. The Clerk asked to delete sentence re using personal cards as impractical these transactions are restricted to Clerk and Assistant Clerk and checked by RFO.

6.22 petty cash not kept in office anymore and no longer used. Will leave in as may need to reuse in future.

All the above changes were agreed and proposed by Cllr Wilson and 2nd by Cllr Budden motion was carried with all in favour.

07/FIN/21 Liss in Bloom accounts

Discussions had been held between Liz Ford and LIB to clarify levels of LIB reserves. Agreement had now been reached on the figures which the committee needed to sign off.

Liz has gone through with Margaret Effenberg who is now happy with numbers 19/20/2021 budget of £750 to spend on village planting. £1114 spent surplus should go to Liss in Bloom reserves.

Resolved: That the sum of £2,350 be ring fenced for Liss in Bloom and Village Planting (proposed by Cllr Williams and seconded by Cllr Budden with all in favour). This reserve would provide additional funds above the yearly budget allocation (£750 in 21/22).

08/FIN/21 Report on new accounting software

The intention was to complete the 20/21 on Omega but Liz was unable to do this so Liz Ford suggested that this be started on Omega as at 1/4/21 and complete the current year on excel as before.

09/FIN/21 AOB

Cllr Linsley raised a recommendation of councillors appointing Auditor rather than RFO Cllr Williams will go away and do some research and report back at next finance meeting.

Liz was thanked for all her hard work as this was her last meeting as RFO

The meeting was closed at 9 pm