

ANSTON PARISH COUNCIL
Minutes of a meeting of the Finance and General Purposes Committee
held on Wednesday 5th June 2024

Present: Councillors Concannon, Graham, Jepson, Pack A, Pack E, Scholey, Scott and Tawn.

In Attendance: Mr Andrew Woodhead (Clerk to the Anston Parish Council), M Gazur (RFO and taking minutes) and no members of the public.

The meeting started at 7:23 p.m.

036/24 APOLOGIES FOR ABSENCE

All members were present

037/24 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on Wednesday 3rd April 2024 be confirmed as a true and accurate record. It was noted that the meeting scheduled for the 1st May was cancelled as it would have been inquorate.

038/24 INTERNAL CONTROL CHECKS

RESOLVED: That Cllrs Graham and Pack (E) carry out an audit of the March and April accounts.

039/24 PAYMENTS

- a) There had been no meetings of the Payments Authorisation Sub-Committee since last month's meeting of the Finance Committee.
- b) **RESOLVED:** That the invoices passed for payment by the Clerk under sections 5.5 and 5.6 of Financial Regulations (shown grey at appendix 1) be approved.
- c) **RESOLVED:** that payments UTB002410 (RMBC waste bin at cemetery - £1590.71), UTB002424 (Wirehouse Employer Services Ltd annual H&S fee - £2263.20), UTB002437 (YLCA annual membership - £1221.00), UTB002439 (Starboard Systems Ltd annual fee for Scribe Accounts - £1368.00) and UTB002466 (Clear Insurance Management annual insurance premium - £10545.98) (all shown yellow at appendix 1) be approved.
- d) **RESOLVED:** that payment UTB002438 (RMBC annual grounds maintenance fee - £20030.39.71) be withheld until the issue of 'service received' is resolved.

040/24 MONTHLY ACCOUNTS

RESOLVED: that the bank reconciliations for March and April 2024, together with receipt and payment schedules, as shown at appendices 2 through to 7 be confirmed.

MARCH

All bank accounts (total)-	£ 442,764.52
Unpresented payments -	£ 0.00
Total receipts -	£ 7,121.82
Total payments -	£ 33,104.18

APRIL

All bank accounts (total)-	£ 635,543.99
Unpresented payments -	£ 3,015.31
Total receipts -	£ 212,047.61
Total payments -	£ 22,283.45

The level of reserves was noted. **RESOLVED:** that £80,291 of 'unallocated reserves' be allocated to Car park resurfacing, Burial Ground extension, Furniture/decoration of the old library (which will be required after it has been refurbished) and General repairs. The updated list of reserves is shown at appendix 8

The level of expenditure regarding the refurbishment of the old library, as shown at appendix 9, was noted.

041/24 MANAGEMENT ACCOUNTS

The management accounts, as shown at appendices 10 a and b, with actual entries up to and including April 2024 were discussed and noted.

042/24 YEAR-END ACCOUNTS

- a) The Internal Audit Report dated 30th May 2024 was discussed and noted/received.
- b) The Year-End accounts, expressed as Income and Expenditure and shown at appendix 11, were noted/received.
- c) **RESOLVED:** that Account-ant Yorkshire Ltd be re-appointed as internal auditor for 2024/2025.

043/24 BANK SIGNATORIES

RESOLVED: that existing bank signatories be re-affirmed and that Cllr E Pack be added to the mandates.

044/24 RESERVES POLICY

RESOLVED: that the updated reserves policy, as shown at appendix 12 a and b, be approved.

045/24 DATE AND VENUE OF NEXT MEETING

RESOLVED: that the Committee next meet on Wednesday 3rd July 2024 at 7.15pm at the Parish Hall, 15a Ryton Road, North Anston.

The meeting finished at 8:32 p.m.