BRANDON & BYSHOTTLES PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING
HELD VIRTUALLY VIA ZOOM
ON WEDNESDAY 2ND JUNE 2021, AT 7.00 PM

PRESENT

Councillor Mrs Bonner (in the Chair)
and Councillors Bell, Mrs Catterson, Clegg, Grantham, Hindmarch, Jamieson, Mrs Nelson, Nelson and Turnbull

Fin. 1 **ELECTION OF CHAIRMAN**

RESOLVED: That the Chairman of the Council be elected as Chairman of the Committee for the ensuing year. Proposed by Councillor Grantham and seconded by Councillor Nelson.

Fin. 2 **ELECTION OF VICE CHAIRMAN**

RESOLVED: That the Vice Chairman of the Council be elected as Vice Chairman of the Committee for the ensuing year. Proposed by Councillor Turnbull and seconded by Councillor Nelson.

Fin. 3 **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

Fin. 4 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bonner, Mrs Chaplow, Darby-Villis and Mrs Wharton.

RESOLVED: To receive the apologies.

Fin. 5 **YEAR END ACCOUNTS 31ST MARCH 2021**

Approval was requested for the end of year accounts as at 31st March 2021.

RESOLVED: To recommend approval of the end of year accounts for 31st March 2021.

Fin. 6 **ESTIMATES/ ACTUALS AS AT 31ST MARCH 2021**

Approval was requested for estimates/ actuals as at 31st March 2021.

RESOLVED: To recommend approval of the estimates/ actuals as at 31st March 2021.

Fin. 7 **WARD ESTIMATES/ ACTUALS AS AT 31ST MARCH 2021**

Approval was requested for ward estimates/ actuals as at 31st March 2021.

RESOLVED: To recommend approval of the ward estimates/ actuals as at 31st March 2021.

Fin. 8 **APPROVAL OF ANNUAL INTERNAL AUDIT REPORT YEAR ENDING 31ST MARCH 2021**

Approval was requested for the Annual Internal Audit Report year ending 31st March 2021.

RESOLVED: To recommend approval of the Annual Internal Audit Report year ending 31st March 2021.

Fin. 9 **ANNUAL AUDIT RETURN YEAR ENDING 31ST MARCH 2021**

Approval was requested for Sections 1 and 2 of the Annual Return year ending 31st March 2021.

RESOLVED: To recommend approval of Sections 1 and 2 of the Annual Return year ending 31st March 2021.

Fin. 10 **INTERNAL AUDIT REPORT**

The Internal Auditor had completed the Internal Audit and recommended the following:

- To produce a Review of Internal Control Report (which was presented to the Committee)
- Bank statements to be initialled by the two Councillors confirming the bank reconciliations, to confirm the balances.

RESOLVED: To recommend that the Internal Auditors recommendations are implemented.

Fin. 11 **ESTIMATES/ ACTUALS TO 30TH APRIL 2021**

Approval was requested for the estimates/ actuals at 30th April 2021.

RESOLVED: To approve the estimates/ actuals at 30th April 2021.

Fin. 12 **WARD ESTIMATES/ ACTUALS TO 30TH APRIL 2021**

Approval was requested for the ward estimates/ actuals at 30th April 2021.

RESOLVED: To recommend approval of the ward estimates/ actuals at 30th April 2021.

Fin. 13 **ACCOUNT BALANCES 31ST MAY 2021**

Approval was requested for the account balances at 31st May 2021.

RESOLVED: To recommend approval of the account balances at 31st May 2021.

Fin. 14 **FINANCIAL REGULATIONS – (6.5)**

Approval of the use of variable Direct Debit for utilities is required.

RESOLVED: To recommend approval of the use of variable Direct Debit for utilities.

Fin. 15 **FINANCIAL REGULCATION – (6.6)**

Approval of the use of paying by BACS for certain items is required.

RESOLVED: To recommend approval of paying by BACS for certain items.

The meeting closed at 7.15 pm

Signed .....

Date 2/6/21