



Prestbury Parish Council

Minutes of the Finance & General Purposes Committee of Prestbury Parish Council

Date **Wednesday 21st April 2021**

Time **7.30pm**

Venue - Virtual

ATTENDANCE:

Members of Prestbury Parish Council: **Members of Cheshire East Council**

Cllr K Podmore

None

Cllr V Herbert

Cllr P Holes

Cllr M Leather

Cllr J Hallowell

Cllr L Burns (observing)

Assistant Clerk / RFO – Diane Harrold

Clerk – Mark Wheelton

Member(s) of Public:

None

1. Apologies for absence

Cllr Franks

2. Declarations of Interest

None

3. Public Participation

None

4. Minutes:

To approve the minutes of the Financial & General Purposes Committee meeting of 22nd February 2021

Proposed Cllr Holes. Seconded Cllr Herbert. All in favour who were present.

5. Finance/ Audit:

The RFO introduced their report to members as set out in Appendix A and the following matters were arising:

Signed

Date

4th Quarter Audit January – March 2021

There were no queries raised by members. Cllr Hallowell confirmed that he had checked and signed a sample of the accounts to be audited. It was confirmed that once dated they would be delivered to Cllr Holes in readiness for presentation to the internal auditor.

Bank Reconciliation

It was confirmed that the payments & receipts list is correct & as reported at the previous quarters reporting. Members were informed that changes will need to be made to the AGAR to account for the return of a grant payment to the WI for £500.00 but that this did not affect the bank balance.

For future reporting the RFO confirmed that the latest monthly HSBC balance will be made available as that of the date of circulation of the paperwork for the meeting.

Internal Audit Checklist

Members discussed and clarified the following in more detail -

Point 2 – Cllr Holes explained the issues of the previous incorrect AGAR report signed by councillors & sent to PK Littlejohn which had led to audit comments. It was confirmed that the correct version had been sent to the internal auditor. The RFO will confirm this in their explain.

Point 8 -It was explained that the Parish Council could not demonstrate compliance with the “notice of public rights” requirements as set out in Section 1 of the AGAR in respect of providing dated photographic evidence.

In response to a question from Cllr Leather the RFO confirmed that all the evidence to be provided to the auditor was up to date and represented the current position.

PAYE Liability

Cllr Holes confirmed that a figure of £2040.00 had been reported to HMRC in respect of liability for the employment of a former clerk. This will be reported to the next meeting of the Parish Council. He further confirmed that whilst this has yet to be claimed by HMRC that the Parish Council had addressed the query from the last audit and was therefore compliant with its recommendation.

6. Draft AGAR

The proposed response was approved by all members, including the completed internal audit checklist.

7. Any Other Business

Cllr Leather requested approval to investigate a review of alternative financial systems and bring a report to a future meeting of the committee and if appropriate to full council.

8. Date of Next Meeting –

To note that the next meeting of the committee is 26th July 2021.

The meeting finished at 9.15 pm.

Signed

Dare