



Prestbury Parish Council

Minutes of the Finance & General Purposes Committee

Date Monday 17th October 2022

Time 7:15pm

Venue Prestbury Village Hall

ATTENDANCE:

Prestbury Parish Council:

Cheshire East Council - None

Cllr K Podmore (Chair)

Cllr M Leather (Vice-Chair)

Cllr V Herbert

Clerk S Davies

Members of the public – None

1. Apologies for absence

Apologies were received from Cllr Franks.

2. Declarations of Interest

None

3. Public Participation

None

4. Minutes

The Committee resolved to approve the minutes of the Finance & General Purposes Committee meeting held 13th July 2022.

5. Finance/ Audit of Q2

The Committee received a report from the RFO including the quarter two bank reconciliations, statements and payments and receipts and the following comments were made:

- Bank reconciliations were checked.
- Bank statements were checked.
- It was noted that the quotes were missing from a payment for the carpark repair at the tennis club. The clerk agreed to pursue these with the relevant councillor.

Signed

Date

Chairman - Finance & General Purposes Committee, Prestbury Parish Council



Prestbury Parish Council

- Cllr Herbert agreed to take the accounts file to complete a review and to report back. The Clerk agreed to produce a check sheet for such checks to allow a written record.

6. External Audit 2021-2022 - To receive a report from the Clerk and to consider whether an appeal should be made to the qualification

The committee resolved to lodge an appeal and the Clerk was asked to put this in writing to PKF Littlejohn.

7. To receive a quarter 2 budget update from the RFO and to consider and approve or otherwise any recommendations.

The Committee received the quarter 2 budget review and resolved to recommend that £20,000 is moved to an earmarked reserve for future work on the Bollin Way.

8. Budget setting for 2023-2024: To receive and consider a first draft from the RFO and agree any changes prior to progressing to the Council in November for a first review.

The committee reviewed and considered the first draft of the budget. It was agreed that Cllr Podmore, as chair, review further prior to taking to the next council meeting as a draft for consideration.

9. VAT Quarter 2

The Committee noted that the outstanding balance due to be reimbursed by HMRC was for quarter 1 and quarter 2.

10. Regular Payments updates.

None

11. Unity Bank update

The Clerk reported that she is still awaiting information from some signatories.

12. Payroll - To consider a report from the RFO and to approve recommendations in relation to:

- **Treatment of NEST payments.**
- **Payroll and authorisation of any payment required to HMRC**

A problem with a delay on the NEST payment, which is direct debit, was raised. It was agreed to continue to putting salary, HMRC and NEST into Scribe when the payroll is run such that the NEST payment will appear uncashed until the direct debit is taken.

Signed

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It was noted that there is a small amount of HMRC owing from earlier in the year due to a discrepancy resulting from the change of staff. The Clerk agreed to resolve this.

13. To consider and review the Council's Financial Regulations.

The financial regulations were deferred until a subsequent meeting.

14. Members Items

None raised.

15. Date of next meetings

The next meeting will be arranged for 7th December at 7:00pm to allow for precept setting.

The meeting closed at 9:45 pm.

Signed

Date

Chairman - Finance & General Purposes Committee, Prestbury Parish Council