

HUNDLEBY PARISH COUNCIL FINANCE COMMITTEE.

Minutes of the meeting held on Wednesday 24th March 2021.

Present: Councillors, L Corten- Miller (in the Chair), D Cartwright, A. Pottle, A Foster. Richard Richmond (Internal Auditor).

The chair welcomed Richard Richmond as Internal Auditor to an informal meeting before the full meeting of the Finance Committee. Richard Richmond explained his role as Internal Auditor and how he worked with the RFO to sign off the accounts for the Agar form. This proved very informative and the committee asked further questions relating to his role, in particular the documentation required, the timescale that he had to meet and if we could make it any more efficient. The Chair thanked R. Richmond for attending the meeting which was held via zoom. He left the meeting and the formal meeting commenced.

1. Apologies for absence with reason given

Sue Hendy was on 3 months leave, apologies noted and accepted.

2. Notes of meeting to be approved as the minutes

All members voted in favour to accept the notes as the minutes.

3. Report from Chair on management of finances in RFO's absence

The chair updated the committee, all outstanding payments had been processed. Tongs had invoiced items for St. Mary's Church Hundleby to the Parish Council in error. An invoice was raised for £9.08 and the Church reimbursed the funds.

The electricity invoice for the Parish Rooms was estimated, this would be investigated and reported back to the full council at the next meeting.

The Chair had received a print out of the last claim for the VAT refund, which had not been received from HMRC. It was decided to wait until the RFO returned in May to investigate further and send in a new refund claim.

£15,000.00 was transferred from the Treasurer's Account into the Business Instant Account (Savings).

The chair advised the committee that the current laptop for the RFO was very slow and it would be beneficial if it was replaced.

4. Bank account balances and invoices to be paid

Treasurer's account £7862.35 Business Instant Account £17,741.98

Payment List

E J Tong	£14.00	Notice Board Keys
Mrs S Foster	£37.20	Cleaning Contract

5. Scribe Accountancy Package for Parish Councils

A zoom demonstration on the accountancy package was attended by the Chair, D Cartwright, A Pottle, A Foster was unavailable due to work commitments. After discussion it was agreed that a subscription to Scribe would be beneficial to the Council. Using this cloud-based accountancy system would allow, read only for Councillors and Internal Auditor to obtain reports, save the RFO time and reduce costs. A proposal would be taken to Full Council in April to subscribe to the package.

6. Replacement Windows for Parish Room

Three quotations had been received, Minster £2240.00, Impressions £1808.00, Piper 2400.00, all prices include VAT. One further quotation from Reflections is expected. This will be taken to full Council in April, for further discussion and approval.

7. Parish Rooms Insurance

Quotations and the cover each policy provided was still being gathered and would be discussed at the next meeting.

8. Cyber Security and Back Up of Data

Councillor Foster gave a report and explained we were currently adequately protected for Cyber Security. It was agreed to obtain a memory stick for the PC laptop, to back up the Council's accounts, documents and minutes. Councillor Foster advised subscribing to "Scribe Accountancy" would add additional protection as it was cloud based.

9. Items for the Agenda for the next meeting

Parish Room Insurance

The Chair closed the meeting at 8.25pm