



## GREAT HORKESLEY PARISH COUNCIL

### MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON THURSDAY 1 SEPTEMBER 2022 IN THE NEW VILLAGE HALL MEETING ROOM AT 7.30PM

#### Those present:

Cllrs M Mead, C Arnold & G Baker

#### **F22/7 Chairman's Welcome**

Cllr Baker welcomed everyone to the meeting and thanked the Clerk for producing the financial documents for this quarter.

#### **F22/8 Apologies and Reasons for Absence**

All members of the Finance Committee were present.

#### **F22/9 Declaration of Interests**

No member declared an interest in respect of any item on the Agenda.

#### **F22/10 Minutes of Previous Meeting**

Cllr Baker requested the cost of the new fridge-freezer be included in item F22/4. The minutes of the Finance Committee meeting held on 8 July 2022 were then approved and signed as a true record.

#### **F22/11 Terms of Reference**

The Terms of Reference for the Finance Committee were reviewed and updated with minor changes. These will be recommended to Full Council for adoption.

#### **F22/12 First Quarter Accounts**

The reports and documents produced detailing the First Quarter Accounts were reviewed in detail and the Clerk answered a number of questions from Councillors. The Clerk will keep track of how many of her working hours are spent on Village Hall matters, and if it is a significant amount then some of the Clerk's wages will be apportioned to the Village Hall cost centre (200).

Should no Caretaker be appointed during this financial year, then some of the salary costs for the Village Hall (account code 4000) may be vired to cleaning costs (account code 4300).

A new account code is to be set up for Caretaker costs, with a zero budget for this financial year.

Ear marked reserves for the Village Hall are to be renamed Village Hall Repairs & Renewals, to be more specific.

Discussion regarding these ear marked reserves and repairs to the Village Hall are to be included in the meeting for next year's budget.

The Clerk is to see if it is possible to produce a report detailing retainers received for Village Hall bookings, and include that in the quarterly reports.

Each month, the Clerk will produce a Statement of Accounts as a monthly overview to be presented to, and approved by, Full Council. A monthly payments list will also be produced for retrospective approval by Full Council.

**It was agreed** to approve the First Quarter Accounts.

**F22/13 Village Hall Hire Rates**

**It was agreed** to recommend to Full Council that new hire rates for the Village Hall be increased to those suggested at the previous meeting (minute F22/5), and also:

The regular hirer whose equipment is also stored at the Village Hall be charged £24/hour.

Regular hire rates for the Meeting Room be increased to £10/hour for villagers and £15/hour for non-villagers.

**F22/14 Payments Process**

The Village Hall Booking Manager still does not have access to the online bank account, so this item was deferred to a future meeting, as per minute 22/31 (c).

**F22/15 Recommendations to the Parish Council**

**It was agreed** to recommend that Great Horkesley Parish Council does not opt out of the SAAA central external auditor appointment arrangements, as the authority does not meet any criteria to qualify for exemption.

**F22/16 Next Meeting of the Finance Committee**

The next meeting will be held in October, to discuss and approve the Half Yearly Accounts. The date and time is to be confirmed.

The agenda for the next meeting should also include discussion of the internal audit report, particularly the sections highlighted in blue.