

KESSINGLAND PARISH COUNCIL



Minutes of the Finance & Governance Committee Meeting on Friday 29th September 2023 held in the Council Chamber, Marram Green

Members present: Councillors N. Glendinning, I. Graham, A. Green (Chair), S. James, J. McLean & L. Truman

Others present: None

Clerk to the Meeting: N. Coleby (Clerk)

49. Welcome

The Chair welcomed attendees to the meeting and explained the meeting protocol.

50. Apologies for Absence

To receive and consider acceptance of any apologies for absence.

51. Declarations of Interest

Cllr Graham noted that he had an Other Registerable Interest on item 58.3/61.2 as one of the quotes being considered was from a family member however Cllr Graham has no financial interest in or involvement with the company. A dispensation has been granted to Cllr Green in respect of his role as district councillor.

52. Minutes of the previous meeting

As this is an extra-ordinary meeting of the committee the minutes of the previous meeting will be brought to the next ordinary meeting of the committee.

53. Banking

53.1 It was noted that £10,000 had been transferred from the CCLA account to the Unity Current Account.

53.2 It was noted that cheques have been written to pay money from the Barclays Events Account to the Unity Current Account however on each occasion Barclays have refused the payment saying that the signatures were incorrect. On the final attempt the signatures were matched to the mandate document on file but the payment was still refused. Councillor Truman proposed to consider sending a formal letter to Barclays to close the account and transfer the funds to the Unity Account. Cllr James seconded, with all in favour. This minute number will be quoted in the letter.

53.3 It was noted that the mandate at the Nationwide was not actioned and no correspondence was received to advise the council of this. The Nationwide has advised the council that this mandate can be actioned if a letter from the council is received providing the minute number of the decision along with name of

signatories. Cllr McLean proposed the letter was to be signed which Cllr James seconded with all in favour.

54. Accounts and Budget

- 54.1 Councillors received a progress report on the new accounts system
- 54.2 It was noted that the initial meeting of the Budget Working Group has taken place.

55 Audit

- 55.1 The Internal Audit has been noted by the Parish Council and it was noted that the External Audit is currently taking place. Some additional information has been requested and forwarded to the Auditor and an initial outline of their findings supplied. The External Audit will highlight some failings which were anticipated, in relation to the submission being late. They have noted that the council had not acted on last year's Internal and External Auditors report as the date of approval of the AGAR was after the start of the period for exercise of public rights. An explanation has been provided that the council did note the reports and had put in place processes to prevent the repeat however the council could not and had not been prepared for three major issues which caused this year's repeat of the earlier error. Because they are acting on the believe that the council did not consider the previous audit recommendations they are advising that one of the council's Yes assertions was incorrect and should have been a No. The council has responded that, at the time of completing the AGAR, the council had felt that it had done as required. It is unlikely that the External Auditor will change their report however the council can and is being transparent regarding the issues it has had and as the council is now on the new accounts system, has appointed the same Internal Auditor and has ensured that the correct information is on the website, this year's situation should not re-occur. In addition, once the final External Audit report is received, the RFO will produce a report to the council on any actions which the council needs to take to prevent a reoccurrence of the situation

56 Insurance

- 56.1 The consideration of the quotes received for provision of the council's insurance would be dealt with in the confidential section under Item 61.1

57 Payments

- 57.1 Cllrs noted the payments provided. Cllr Graham proposed authorisation of the payments and Cllr Truman seconded with all in favour.

58 Other Financial Matters

- 58.1 Cllr Truman proposed the authorisation of a quote of £473 to remove the old goal post sockets at Francis Road by the company that had installed them. This was seconded by Cllr Glendinning with all in favour.
- 58.2 Cllr Graham proposed a quote of £756.78 for fitting two drop down bollards at Francis Road and Cllr Glendinning seconded with all in favour.
- 58.3 The consideration of the quotes for supply of water to the community garden will be dealt with in the confidential section under Item 61.2.

59 Date of next meeting

The date of the next meeting will be the 10.00am on Wednesday 25th October 2023.

60 **Items for the next agenda**

To note that items for the next agenda need to be with the Clerk by 5pm on the 12th October 2023.

61 **Exclusion of the Press and Public**

Cllr Graham proposed that in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 (Sections 100 and 102), the public and press be excluded for the remaining items of business due to the confidential nature of the business to be transacted including contractual and personnel related matters. This was seconded by Cllr McLean with all in favour.

62 **Close of Meeting**

This meeting closed at 11.17am.