

Minutes of the Meeting of
Riccall Parish Council's
Administration and Finance Committee
held on
5th September 2022
from 7.30 p.m. at the Methodist Church

Attending: Councillors Keen (Chairman), Dawson, Tatterton and Owens.

In attendance: Glenda Foster

11/AF Apologies and Declarations of Interest

Apologies were received in advance from Cllr Morton and reasons accepted.

There were no declarations of interest in items on the agenda.

12/AF Minutes of previous meeting

It was noted that the minutes of the Administration and Finance Committee meeting on 6th June were adopted at the RPC meeting on 20th June 2022.

13/AF Progress report and update

An update was given on Social Media developments.

An accounts update was provided including information on the External Audit. The Auditor had raised several questions, which had been answered, however due to a change of Audit staff, we are still awaiting sign off and certification.

The new bank account with Lloyds Bank had been set up. It was proposed that the Asset Replacement fund would be held in the Lloyds account, the Project Account fund to be held with Virgin Money and General Reserves to be held with Unity Bank.

Two Councillors had recently been set up with Virgin Money enabling them to authorise payments. A further member who had initially expressed an interest had been set up on the system and would still be able to register to authorise payments if desired.

14/AF Internal audit

An Internal audit of 10% of the accounts for April, May and June was not undertaken due to all the necessary paperwork being unavailable. It was agreed to postpone the audit to the next Admin and Finance meeting. An audit of the payment to HMRC was also postponed.

15/AF Council meeting procedures

It was acknowledged there was a necessity to speed up meetings, and as it would be impractical to limit the agendas, it was agreed that a timer would be used at the next meeting to ensure timings were adhered to.

16/AF Funding Request

Discussion took place regarding two requests for funding. It was agreed that although members were supportive of the reasons behind the applications, unfortunately they did not meet the criteria as set out in the Grant Application Guidance. Therefore, the Committee recommended not to fund either application. This recommendation would be proposed at the next full Council meeting.

An update on existing grants was given and an overview of expenditure/possible overspend. It was noted that nothing had been received regarding the defibrillators, which remained ongoing.

17/AF Policy Updates

Publication Scheme – the Chairman confirmed he had undertaken actions which had been updated on the Action Log.

Business Continuity Plan Actions – discussion took place regarding the work which had already been undertaken, work outstanding and the need for further volunteers to undertake tasks. It was decided to raise at the next full Council meeting and ask for updates/ideas how the Plan could be progressed as little traction had been made to date.

Risk Management Document – A member of the Committee had modified the document incorporating a few amendments and would send to the lead Councillor in due course. Other members were asked to review the document and send comments to the above.

18/AF Confidential Business

Discussion took place regarding residents who had expressed an interest in the two current Councillor vacancies. The Chairman had held an informal discussion with one interested person to give them further insight into the role of a Councillor and had offered to meet with two other people who had also expressed an interest.

The committee decided upon several possible dates during the next week when they were available to interview prospective candidates. Interviews would be held at the Methodist Church.

The Chairman thanked all for attending and closed the meeting at 22.00.