

WINTHORPE WITH LANGFORD PARISH COUNCIL

Minutes of the Finance Meeting held virtually due to the Covid 19 Pandemic on Thursday 15th October 2020 commencing at 7.00 pm

Present: Mr A Leary (Chairman), Mr L Cammack, Mr P Smith, M P Farmer and Mr S Lord

Apologies: Mr M Kneen, Mr B McClymont, Mr B Wright and Mr B Allen

Clerk: Mrs S Sillery

Declarations of Interest: None

Matters Arising from the Meeting held on the 16th July 2020

The Clerk confirmed that she had received an email from Mr McCarthy at PKF Littlejohn about the audit asking for additional information, as shown below

- Section 2, Box 3 & 6: Although an explanation has been provided, in order to pass this file on for review a numerical explanation is also required to close these respective variances. Therefore could you please provide a corresponding figure for the respective variances of - £3,774 and -£11,507 explained? Or to within the 15% allowance. I have attached the filled pro forma above if you would like to edit the document this way.
- The Period for the exercise of public rights: Sections 1 and 2 of the AGAR were approved on 21/05/2020, but the period for the exercise of public rights did not start until 03/082020. Normally, we would expect the period to start sooner after the approval of the AGAR and to include the first 10 working days of July. However, we understand that in the context of the COVID-19 pandemic some councils will have decided to delay their period in line with the guidelines for this extra-ordinary circumstance. Please could you confirm the Council's reason for the delay for our records.

The Clerk confirmed that she had sent confirmation of the figures relating to the variances in our receipts and payments.

In relation to the period of exercise of public rights. The Clerk confirmed that the accounts were signed off in May but that they were not submitted pending temporary guidance in relation to Covid 19. The Clerk also sent them a copy of her email and their response to her asking whether 1st of August would be appropriate as the starting point of our public rights period, as shown below.

From: [SBA](#)

Sent: 14 July 2020 15:55

To: [Sally Sillery](#)

Cc: [SBA](#)

Subject: RE: AGAR 2019/20

Dear Ms Sillery

Thank you for your email. Unfortunately 1 August is a Saturday therefore it would need to commence on 3 August to be compliant. Please also take into consideration the August bank holiday when counting your 30 working days.

We hope this addresses your query.

Kind regards

SBA Team

For and on behalf of PKF Littlejohn LLP

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sba@pkf-littlejohn.com

Monthly Accounts:

The Clerk confirmed the balances of the accounts as at 10th Of October and any payments or receipts.

Current Account £451.01

Annual contribution to Focal Point of £750 paid and insurance renewed in the sum of £225.67. The insurance has a fixed price for three years to guarantee a cheaper quote.

Focal Point £1816.91

£34 received from Suzanne Cole for advert and Willson's paid for the October printing in the sum of £242

Tennis Club £4307.37

No change from last meeting

Holding Account £10,521.06

Precept received on the 29th of September in the sum of £4284.50

Festival Account £826.23

Gross interest of 0.01p received on 20.9.20

Events Account £235.97

£50 cheque sent to Newark First Aid in lieu of the Bonfire

Property Trust Account

£7386.05

Since compiling the accounts, the Cricket Club have paid their rent in the sum of £25.00

The Clerk confirmed that she had spoken to our insurance company BHIB and asked about a cheaper quote. They had confirmed that they only fix prices for one or three years. She referred it to Mr Cammack and he confirmed that she should go ahead and fix the premium amount for three years at £225.67.

Meeting closed at 7.11 pm