

WINTHORPE WITH LANGFORD PARISH COUNCIL

Minutes of the Meeting of the Finance Committee held on Thursday 21st October 2021 at the Village Hall commencing at 7.00pm.

Present: Mr A Leary (Chairman), Mr L Cammack, Mr B Allen, Mrs S Lord, Mr M Kneen, Mr B McClymont, Mr B Wright, Duncan Richardson (PC Auditor)

Apologies: Mrs L Dales (District Councillor) Mrs Maureen Dobson (County Councillor) Sally Sillery (Clerk) Mr Paul Smith, Mr Phil Farmer

Clerk: Mrs M Cammack (acting)

1) Declarations of Interest - None

2) Matters arising from the minutes of 15th July 2021

- PKF Final Accounts – all passed without issues. (Andy Leary had raised the matter regarding section 3 of the PKF report which stated ‘we have not been able to complete our review in time to enable to smaller authority to publish the required documentation in line with the statutory requirements’ **Action** - Clerk to clarify that no further action is needed and when this is confirmed to inform Mr Cammack so that he can put on the notice board and website)
- Precept received on 29.10.21 - £4,284.50
- Remittance Advice from Via for grass cutting receipt for payment of £440.00, paid into current account.

3) Accounts:

Tennis Club	£ 4725.37
Focal Point	£ 847.91
Holding Account	£15,701.12
Events Account	£ 325.97
Festival Account	£ 770.52

Current Account £ 298.58

Property Trust Account £ 7,454.24

- **Invoices paid since last meeting:**

James Sumsion £241.20 – Daffodils for the entrance to the village

Doug Lyne £632.72 – September cutting

Willsons £256.00 – October printing. The invoice is for £228 and Sally inadvertently paid £256.00 but Willsons are refunding the difference.

NSDC – Dog Bin Contract £374.40

PKF Littlejohn £240.00 – annual audit fee.

- **Invoices still to pay**

Forms to be signed for Tarmac. – **Action** - Mr Cammack to speak with Mr Farmer before completing the form to confirm that all the detail is as previously discussed. The Parish Council supported the signing of the form by both Mr Cammack and Mr Farmer if the Proforma is in order.

Although the payment has been made to Oldrids for the purchase of the Allotment Association lawn mower, the invoice was made out to Mr L Cammack despite the request in writing to be made to Winthorpe and Langford Parish Council. Unfortunately, Oldrids cannot amend this on their system to give us the correct invoice.

4) **HMRC VAT** – The Clerk has not yet submitted the VAT claim as she is waiting on the adult gym equipment.

5) Any other business

- The Clerk has ordered the ‘No dog waste’ stickers from Glasdon but awaits delivery.
- £750 has been donated for 2021 to the Focal Point.
- Mr Cammack reported that the defibrillator has recently been used an

- d that the pads needed replacing. **Action** - It was agreed that he could purchase new pads.
- Mr Richardson reported that he had completed an interim audit around June/July and there were no problems. A further review will take place shortly.
- Mr Richardson stressed that if any member of the Parish Council were to make a purchase that they arrange to get the invoice made out to the Parish Council and not an individual as this is a requirement for claiming back the VAT.
- Maureen Dobson had offered a sum of £200.00 innovation fund to the Parish to support with communication with the village such as hiring meeting rooms, updating the website etc. This will be paid into our current account. **Action** – The Clerk to write to thank Mrs Dobson for her kind donation.

Meeting closed – 19.22