



MINUTES OF THE FINANCE COMMITTEE HELD ON MONDAY 17 APRIL 2023

Those present :

Chair : Cllr S Clough
Vice-Chair : Cllr A Platts
Councillors : Cllr W Tinley
Officers : Mrs G Blank, Miss H Johnson

FIN82 Chair's Announcements

The Chair welcomed everyone to the meeting and introduced the Council's newest member of staff, Hannah Johnson - Business apprentice, to the meeting.

FIN83 Apologies for Absence

Apologies have been received from Cllr D Drabble, Cllr M Potts and Cllr M Ritchie

FIN84 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None

FIN85 Adjournment for Public Participation

There were no members of the public in attendance.

FIN86 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items on the agenda requiring the exclusion of the press and public.

FIN87 Minutes from the previous meeting

a) To approve the draft minutes of the Finance Committee meeting held on the 16th January 2023

The Clerk pointed out that Councillor Tinley was in attendance and not Cllr Windle as stated on the previous minutes and Councillors agreed this needed amending.

RESOLVED: That the minutes of the meeting held on the 16th January 2023 are a true and accurate record.

b) To receive an update on any ongoing issues.

FIN79 - Church Clock face restoration. The Clerk confirmed that the Deputy Clerk was looking at alternative providers for the clock repairs and preparing a grant funding application. The Church are applying for funding to have the bells repaired.

The Clerk said she would rather have the draft agreement completed to reflect the Councils wishes before she speaks to Reverend Helen. Cllr Tinley agreed that this was a sensible approach. The Clerk said she would look at amending the agreement from Councillors feedback and resubmit the agreement to the committee at the next meeting.

FIN88 Finances

7.1 Bank Reconciliation

- To receive and check the bank reconciliation for February 2023
- To receive and check the bank reconciliation for March 2023

The bank reconciliations for February and March 2023 were checked and approved by Councillors.

7.2 Receipts and Payments

- To receive and check the receipts and payments for February 2023
- To receive and check the receipts and payments for March 2023

The list of receipts and payments for February and March 2023 were checked and approved by Councillors.

FIN89 Budgets

- To receive the budget report for 2022/23

The Clerk had circulated the budget report prior to the meeting and provided councillors with a verbal report.

The budget for the year end is breakeven despite having a number of large unforeseen and unbudgeted items to pay during the year, these included the 21/22 lease payment for the Parish Suite, the 22/23 Service Charges for the Parish Suite and the 22/23 contribution to the Boiler replacement and condition surveys for the Leisure Centre. Other smaller overspends on Cemetery running costs, Parish Clock repairs and bus shelter repairs have also been absorbed.

Savings from staffing budget, loan repayments budget, property and grounds maintenance budgets have all helped to offset these overspends in addition to covering the loss of rental income from the Parish Suite.

The Councils general reserve which by law has to be at least a third of the Councils expenditure stands at a healthy £151,535 which is within the required threshold. Ear marked reserves for specific future projects stands at £285,678.

Additional reserves for Extreme Wheels 2023 programme and alterations to the Community Hub building have been created. The Clerk advised Councillors that the reserves need to be reviewed at the Finance Committees next meeting to ensure they are still fit for purpose.

Overall the Councils finances at the close of 22/23 are in a good position.

The Clerk informed Councillors that as the full year costs are available she will be able to reappportion the 23/24 budgets to more accurate budget heads as discussed at previous meetings. The Clerk will provide a revised budget for the Finance Committee to consider at its next meeting.

FIN90 Internal Audit

The Clerk informed Councillors that the internal audit of the 22/23 accounts will take place on the 4th May 2023.

Following the receipt of the internal auditors report a Finance and Full Council meeting will need to be convened to approve the AGAR in time for the June 2023 submission deadline to the external auditor.

FIN91 Agenda items requested by Members

- Audit report
- Year end
- Church Clock agreement
- Reserves review
- Budget review 23/24
- Bank signatories

FIN92 Date of the Next Council Meeting

- To be agreed after the Annual Parish Council meeting.

MEETING CLOSED: 20:55



**KILLAMARSH PARISH COUNCIL
INTERNAL AUDIT FOR THE FINANCIAL YEAR 2022/23**

Background and Introduction

All town and parish councils are required by statute to make arrangements for an independent internal audit and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). The Parish Council has requested that Faye Hazlehurst t/a FH Accountancy Services provides this service, based on a letter of engagement agreed and signed by the Council. The audit is not designed to identify all significant weaknesses in the Council's systems but, if such weaknesses come to my notice during the course of the examination, which I think should be brought to your attention; I shall report them to you.

The responsibility for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council. The audit should not be relied upon to disclose all material misstatements or frauds, errors or instances of non-compliance as might exist.

Faye Hazlehurst is a member of the Internal Audit Forum – an association of Internal Auditors for local councils which seeks to promote high quality internal audit.

Independence

It is important that the auditor is independent of the Council and has no conflict of interest, in order that a truly professional audit is performed. I am not aware of any relationships that might constitute a threat to my independence.

Internal Audit Approach

In accordance with the 'Accountability and Governance, Practitioners' Guide, March 2023', my work plan consisted of an investigation to review whether the systems of financial and other controls over the Council's activities and operating procedures are effective. Areas covered by the testing included;

- Bookkeeping
- Due process
- Risk management arrangements
- Budgetary controls
- Payroll control
- Asset control
- Petty cash
- Bank reconciliation
- Year-end procedures
- Miscellaneous



Findings

The internal audit was carried out off site after a face to face meeting with the Clerk/RFO, all records and evidence were provided by the Clerk either electronically or in paper format. Detailed internal control testing was carried out and findings presented in this report, any audit recommendations have been agreed with the Clerk/RFO.

The following recommendations/points for the year ending 31 March 2023 should be addressed:

Proper Bookkeeping

The cashbook was up to date and arithmetically correct, a review of internal controls and their effectiveness took place in December 2022. VAT has been reclaimed quarterly and payments selected for sampling were supported by an invoice, authorised and minuted.

S137 has been recorded separately and is within limits.

Due Process

The Council has adequate internal controls for payments, direct debit payments were not approved during the year but the Clerk advises that these are to be presented before Council for approval in June 2023. Model Financial regulations have been adopted and are properly tailored to the council. Model Standing Order have been adopted and reviewed during the year.

Risk Assessment Arrangements

As annual risk assessment was carried out and approved by Council in March 2023. The Council should consider looking at the levels of business interruption cover to ensure cover is appropriate for their size. There was no evidence of an annual insurance review and inconsistencies with minutes being signed overall and each page minuted. From July onwards, I was able to evidence regular reporting and minuting of the bank balance via the bank reconciliation presented to council.

Budgetary controls

The Council has prepared a budget in support of the precept and this was discussed and adopted by full council in December 2022. Ensure the value of the precept agreed is minuted. Budget against spends was evidenced once in the first six months and then each quarter. Reserves are earmarked and have been reviewed and are within the level for proper practice.

Payroll controls

I was able to evidence the signed contract of employment for the Clerk, this had clear terms and conditions. The Council has approved salaries and minimum wage thresholds and pension obligations are being met. Any expenses paid to the Clerk are approved by council. The Council is currently reviewing the grievance and disciplinary policies.



Assets Control

The Council maintains a register of assets owned or in its care, the register is up to date and the value of assets are included. There were two additions during the year, these were incorrectly added at gross cost, discussed this with the Clerk who amended the register and resubmitted. I recommend insurance valuations are also included on the register.

Petty Cash

The council holds petty cash but this was not utilised during the year, an adjustment was made by the new Clerk to bring the closing imprest to £150.

Bank reconciliation

From July onwards bank reconciliations were carried out monthly and reviewed by members of the authority, there were no unexplained balancing entries. The bank mandate was approved by Council in January 2023 and will be amended again in June 2023.

Year-end procedures

The accounts are prepared on the correct basis and there was an underlying financial trail from records to the presented accounts. Debtors and creditors have been properly recorded.

Miscellaneous

The Council has undertaken a good review of policies during 2023, there are still some policies in need of updating in the forthcoming year. There are adequate measures in place for back up and storage of files. The Council has no outstanding loans.

The Council hold a lot of funds with one bank, namely Unity Trust bank. The value of these funds held at 31 March 2023 greatly exceeds the £85,000 that would be covered under the Financial Services Compensation Scheme (FSCS). The item is included on the Council's risk register, as a priority the Council should look to distribute funds to other providers to lower the risk.

The requirements of the Accounts and Audit Regulations 2015 - Section 13 (2) (b) require Councils to display AGARs for the five years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 on their website. The AGAR for 2017-18 has section 1 of the return missing and 2020/21 has section 3 of the return missing, therefore I have been unable to answer 'yes' to control measure L.

Allotments

The fees charged for allotments are in accordance with approved rates and I was able to evidence a signed tenancy agreement. Up to date occupancy details are kept securely. Income received, spans two financial years, the income for allotments will be checked in more detail during 2023-24.



Conclusion

I am pleased to conclude that the new Clerk/RFO has maintained a good standard of record keeping which has simplified the audit process. I have confidence that the figures lifted into the Statement of Accounts for the financial year ended 31st March 2023 are accurate.

All of the controls contained within the internal audit section of the AGAR were examined the following non-compliance was found.

- L. The authority published the required information on a website/webpage up to date the time of the internal audit in accordance with the relevant legislation.

The Clerk/RFO is relatively new to the Council and it is clear to see the improvement made during her short time, there are still some policies in need of review and some small areas of weakness highlighted in this report but I am confident that these can be implemented during the forthcoming year.

I would like to thank the Gail for her assistance during the internal audit.

Faye Hazlehurst FMAAT
Internal Auditor – 22 May 2023

Item 10.1

Killamarsh Parish Council - Monthly Bank Reconciliation 2023-2024

Reconciliation	April 2023	Previous Month	Difference
Receipts & Payments	Bal b/f	£ 440,151.92	
	Add receipts	£ 255,630.28	£ 255,630.28
	Less payments	£ 23,013.74	£ 23,013.74
	Bank balance to date =	£ 672,768.46	-£ 232,616.54

Bank

Unity Bank £ 672,768.46

Bank statement balance = £ 672,768.46

Reconciliation £ -

Item 10.1

Killamarsh Parish Council - Monthly Bank Reconciliation 2023-2024

Reconciliation	May 2023	Previous Month	Difference
Receipts & Payments	Bal b/f		
	£ 440,151.92		
	Add receipts	£ 258,528.98	£ 2,898.70
	Less payments	£ 37,354.84	£ 14,341.10
	Bank balance to date = £ 661,326.06	£ 232,616.54	£ 11,442.40

Bank

Unity Bank £ 661,326.06

Bank statement balance = £ 661,326.06

Reconciliation £ -

Item 10.2

Killamarsh Parish Council

Record of receipts - April 2023

Date	From	For	Amount
11.04.23	DOCTOR RJ & Mrs C Deffley	Allotment - Belk Lane	£ 25.00
13.04.23	HMRC	VAT return - Jan-Mar 2023	£ 3,745.28
14.04.23	NEDCC	Precept payment	£ 245,157.00
17.04.23	J Gascoigne	Village Festival	£ 10.00
21.04.23	NEDCC	Funding - Parish Suite Doors	£ 6,668.00
24.04.23	D Butcher	Allotment - Belk Lane	£ 25.00
			£ 255,630.28

£ 511,260.56

Item 10.2

Killamarsh Parish Council

Record of payments - April 2023

Date	Payment To	Description of Goods / Service	Invoice No.	Amount	Invoices Received
28.04.23	NEDCC	Parish Offices Rates	71335029	£ 381.40	DD
08.04.23	Business Stream	Waste Service Hub 07.01.23 - 06.04.23	2065383	£ 57.90	Yes
30.05.23	Powertech Industrial LTD	Repair to Mounfield SP53H JN 243991 Mower	22782	£ 87.61	Yes
19.04.23	CJ Signs	Composite sign panel x3 - Community Hub building	INV17779	£ 424.80	Yes
13.04.23	North East Derbyshire District Council	Service Charge for Parish Suite - Leisure Centre - 22/23 4th Qtr	DV20132720	£ 4,218.16	Yes
17.04.23	North East Derbyshire District Council	Attend to disable the alarm and return to re-enable 16.05.23 - new Par	DV20132735	£ 416.40	Yes
20.04.23	Amazon	Filing storage letter trays x3 (2 no.)	INV-GB-128484361-2023-49890	£ 23.98	Yes
21.04.23	Amazon	Laptop Case and A5 2023 Diary x2	GB3250DABEY	£ 25.96	Yes
12.04.23	Amazon	Cleaning Cloths	INV-GB-1392318915-2023-1030	£ 11.59	Yes
13.04.23	Amazon	Limescale Remover	GB3RFMABAEI	£ 15.60	Yes
12.04.23	Amazon	Bin Bags	INV-GB-138440461-2023-4680	£ 27.80	Yes
19.04.23	Npower	CCTV electricity charge - 01.01.23 - 31.03.23	IN06690035	£ 176.17	DD
17.04.23	GKL	Van Lease	576019	£ 318.17	Yes
17.04.23	Lloyds Card	Alfred Dunn - Bags of rock salt for residents	719915	£ 45.84	Yes
17.04.23	Lloyds Card	Adobe - Licence charge	IEE2023002845010	£ 18.70	Yes
17.04.23	Lloyds Card	Microsoft Licences - monthly charge	E0600MLKRZ	£ 85.37	Yes
17.04.23	Lloyds Card	Microsoft Licences - monthly charge	E0600MLLMM	£ 57.00	Yes
17.04.23	Lloyds Card	Amazon - 2no. Breville One cup machines	GBV3LBJ9ABEI	£ 129.90	Yes
17.04.23	Lloyds Card	Wickes - Paint for Hub atrium area	HY-738090436	£ 96.00	Yes
17.04.23	Lloyds Card	Microsoft Licences - monthly charge	E0600MQ8G7	£ 11.25	Yes
17.04.23	Lloyds Card	G Blank BIIAB Qualification	1725-9073	£ 118.80	Yes
17.04.23	Lloyds Card	Card Fee	Card Fee	£ 3.00	No
16.04.23	Lloyds Card	Microsoft Licences - monthly charge billing period 15.03.23- 14.04.23	E0600MZT39	£ 39.19	Yes
16.04.23	Lloyds Card	Microsoft Licences - billing period 15.03.23 - 14.04.23	E0600MZUKE	£ 55.69	Yes
14.04.23	Lloyds Card	Adobe - Licence charge	IEE2023004030548	£ 18.70	Yes
14.04.23	Affinity	Telecoms	553675	£ 157.02	Yes
12.04.23	Lloyds Card	Paypal payment to CJB Consulting Ltd	rAykdOH87mhGex0V2ELKvjEOR	£ 150.00	Yes
12.04.23	Killaprint Limited	Calendar print - 100	946	£ 312.00	Yes
12.04.23	NEDCC	Supply and install 7 dog bins	DV20132574	£ 2,802.91	Yes
12.04.23	NEDCC	Dog Bin emptying - Jan - March 23 290 in total	DV20132539	£ 1,336.32	Yes
12.04.23	NEDCC	Waste Bins for Cemetery - 26 weeks	DV20131821	£ 662.48	Yes
12.04.23	NEDCC	Recycling bins hire to dispose of old bar stock	DV20132576	£ 66.50	Yes
12.04.23	EDF Energy	Electricity Hub - March 2023	15073388	£ 153.24	Yes
12.04.23	Npower	CCTV electricity charge - 01.01.23 - 31.03.23	IN06690035	£ 176.17	Yes
12.04.23	Direct Debit (Allstar)	Fuel	E2016899439	£ 89.50	Yes
01.04.23	DALC	Annual Subscription	SI-3652	£ 1,414.09	Yes
31.03.23	ICS	Cemetery Gates - March Charges	53704	£ 300.00	Yes
30.03.23	CISWO	23/24 Rental of Playground	3211	£ 106.58	Yes
31.03.23	AG Group	Copier Charges for March 2023	106079	£ 58.32	Yes
22.03.23	SLCC	Climate Change Themed Training Summit - Judy France - 26/04/23	BK209763-1	£ 72.00	Yes
01.04.23	NEDCC	Sub lease of Parish Suite - April - June 2023	DV20131440	£ 5,400.00	Yes
05.04.23	Shelter Maintenance Ltd	Repair to bus shelter roof - Sheffield Road	INV-14910	£ 1,500.00	Yes
05.04.23	Waterplus	Water Charges - 17/2/23 - 17/3/23	INV0615710	£ 9.29	Yes
05.04.23	NEDCC	Hub Business Rates	71339625	£ 949.00	DD
03.04.23	Direct Debit (EDF Energy)	Direct Debit for Gas at the Hub - April 2023	No DD	£ 405.00	DD
03.04.23	Direct Debit (Screwfix)	Uniform - Gloves and Safety Trainers	1346452164	£ 40.97	Yes
03.04.23	Direct Debit (Screwfix)	Portable Jet Washer	1346870268	£ 154.99	Yes
03.04.23	Direct Debit (Screwfix)	Level	1347275134	£ 5.99	Yes
03.04.23	Direct Debit (Screwfix)	Uniform - Trousers and Safety Trainers	1347598944	£ 87.97	Yes
03.04.23	Direct Debit (Screwfix)	Uniform - Trousers	1350040568	£ 21.99	Yes
03.04.23	Direct Debit (Screwfix)	Uniform - Trousers refund	1351004050	-£ 19.99	Yes
				£ 23,277.32	

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Accrual

Accrual

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Accrual

Accrual

Item 10.2

Killamarsh Parish Council

Record of receipts - May 2023

Date	From	For	Amount
05.05.23	THE SHEFFIELD AND DISTRICT ADVANCED	Room Hire - Hub	-£ 25.00
04.05.23	HMCTS/CENTRALISED	Unable to trace	-£ 13.70
09.05.23	Derbyshire County Council		-£ 125.00
12.05.23	J Preston	Belk Lane Allotments	-£ 25.00
15.05.23	D Price	Village Festival	-£ 70.00
15.05.23	K Moore	Village Festival	-£ 20.00
16.05.23	D Newton	Village Festival	-£ 20.00
17.05.23	A Bates	Village Festival	-£ 20.00
18.05.23	Police & Crime Commissioner	Grant - Extreme Wheels	-£ 2,500.00
22.05.23	J Staley	Village Festival	-£ 10.00
24.05.23	DCC		-£ 20.00
24.05.23	P Needham	Village Festival	-£ 10.00
24.05.23	N Wragg	Village Festival	-£ 20.00
30.05.23	Natterchat	Room Hire - Hub	-£ 20.00
			-£ 2,898.70
			-£ 5,797.40

Item 10.2

Killamarsh Parish Council

Record of payments - May 2023

Date	Payment To	Description of Goods / Service	Invoice No.	Amount
31/05/2023	Allstar	Diesel	E2017108290	£ 77.87
30/05/2023	NEDCC	Rates - Offices	71335029	£ 379.00
24/05/2023	Door Maintenance	New Parish Suite Doors	8370	£ 4,797.60
24/05/2023	Russell Richardson	Paper Disposal services	R38903	£ 54.70
24/05/2023	Amazon	Stationery	GB341ZIABEY	£ 46.41
24/05/2023	FH Accountancy Services	Internal Audit Service	FH004	£ 504.00
24/05/2023	Amazon	Stationery	GB343BPABEY	£ 29.54
24/05/2023	Gary Handley	Parish Suite Doors - automation works	614	£ 3,170.00
24/05/2023	Amazon	Baby Change badge for toilet door	2023-23617	£ 3.49
24/05/2023	Amazon	Baby Changing Unit for Hub building	2023-1324	£ 155.99
24/05/2023	Allstar	Fuel for mower		£ 14.40
24/05/2023	EON	Church Clock electricity -April 2023	KI-0480A688-0017	£ 51.80
22/05/2023	EDF Energy	Electricity in HUB	15312581	£ 588.37
22/05/2023	Amazon	Stationery	GB335HABEY	£ 35.54
22/05/2023	Amazon	Paper	GB33RWCABEY	£ 65.18
22/05/2023	NEDCC	Small Lottery licence 2023	DV20132990	£ 20.00
22/05/2023	Amazon	Rotary Trimmer and Label Tape	GB341ZIABEY	£ 46.41
22/05/2023	Steel City Marketing	Book marks for King Charles Coronation	59531	£ 488.40
22/05/2023	2Commune	Site Editor Training - H.Johnson & C.Watson	4416	£ 180.00
16/05/2023	Lloyds Card	CJBN Consulting - G Blank Personal licence	rAykJOH87mhGex0V2ELKvjEOR	£ 150.00
16/05/2023	Lloyds Card	Adobe Monthly Licence	IEE2023004030548	£ 18.70
16/05/2023	Lloyds Card	Microsoft Licences - monthly fee	E0600MZT39	£ 39.19
16/05/2023	Lloyds Card	Microsoft Licences - monthly fee	E0600MZUKE	£ 55.69
16/05/2023	Lloyds Card	Card Fee		£ 3.00
15/05/2023	Direct Debit (761740 URA VENTURE)	Van Hire	579552	£ 318.17
15/05/2023	Direct Debit (A G RENTALS YORKS)	Quarterly rental	13978	£ 186.66
12/05/2023	Direct Debit (AFFINITY)	Telecoms - April 2023	553781	£ 161.82
09/05/2023	B/P to: Mrs C Watson	Expenses Personal Licence application fee	#4379	£ 150.00
09/05/2023	Amazon	Coronation Flag	GB33AV8ABEY	£ 10.98
09/05/2023	Amazon	x6 Photo frames	INV-GB-126211751-2023-72900	£ 25.89
09/05/2023	Amazon	x1 Photo frame	INV-GB-126211751-2023-72901	£ 7.49
09/05/2023	DTS Plumbing & Heating Services	Remedial work following boiler service - HUB	6511	£ 324.00
09/05/2023	AG Group Ltd	Copier Charges for April 2023	106680	£ 56.61
09/05/2023	Waterplus	Water supply - Cemetery - 22/01/23 - 01/04/23	wp-INV01942627	£ 32.14
09/05/2023	ICS Ltd	Cemetery and Playground locking	53918	£ 260.40
09/05/2023	SLCC	Community Building Management Summit - Gail Blank 24.05.23	BK210117-1	£ 72.00
09/05/2023	SLCC	Community Building Management Summit - Charlotte Watson 24.05.23	BK210118-1	£ 72.00
05/05/2023	Direct Debit (N E DERBYSHIRE D C)	Hub - Monthly Rates	71339625	£ 947.00
04/05/2023	Direct Debit (AFFINITY)	IT Services	133102	£ 123.12
04/05/2023	Direct Debit (AFFINITY)	IT Services	935	£ 112.18
03/05/2023	Direct Debit (EDF ENERGY)	Gas DD - Killamarsh Hub	DD	£ 405.00
02/05/2023	B/P to: Mrs C Watson	Personal Licence Exam	#4272	£ 118.80
02/05/2023	B/P to: Water Plus	Hub Water charges - 17/3/23 - 17/4/23	INV01903203	£ 10.85
02/05/2023	Direct Debit (SCREWFIX DIRECT LT)	Bracket & Shelves for cleaning cupboard	1354017102	£ 90.40
02/05/2023	Direct Debit (SCREWFIX DIRECT LT)	Refund on cargo trousers	1355622506	£ 21.99
02/05/2023	Direct Debit (SCREWFIX DIRECT LT)	Mesh tape and Filler - Hub decorating	1356974112	£ 16.98
02/05/2023	Direct Debit (SCREWFIX DIRECT LT)	Contact Adhesive	1356974120	£ 16.79
02/05/2023	Direct Debit (SCREWFIX DIRECT LT)	Scraper & Blades	1357971966	£ 10.97
02/05/2023	Direct Debit (SCREWFIX DIRECT LT)	Contact Adhesive	1358382565	£ 16.79
02/05/2023	Direct Debit (SCREWFIX DIRECT LT)	Masking Tape	1359103058	£ 15.56
02/05/2023	Direct Debit (E.ON NEXT)	Church Clock electricity - March 2023	KI-0480A688-0016	£ 49.57
				£ 14,341.10