



WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

Document Reference 2010

Minutes of the Meeting of West Hoathly Finance Committee held on Monday 20th April 2020 at 7:30pm

Draft Minutes subject to amendment

Members

Ken Allfree

Kevin Gould (Chairman)

Douglas Denham St Pinnock (Vice
Chairman)

Jenny Edwards

Anne Halligey

* denotes absence

Also present:

Helen Schofield (Clerk)

Paul Brown also attended the meeting.

Due to the restrictions put in place in response to the Covid-19 pandemic this meeting was held using video conferencing technology.

There were no members of the public.

392) To receive apologies for absence

There were none.

393) To receive declarations of interest from Councillors in respect of any matter on the Agenda

There were none.

394) To approve the minutes of the Meeting of the Finance Committee held on 2nd December 2019 ([Document Reference 1939](#))

The minutes were approved. The Chairman will sign them as a true record at a later date.

395) To receive [clerk's report](#)

The audit timetable was noted. The Parish Council will continue to work towards the original end date of 30th June but noted there was provision for these to be submitted to the external auditor by 1st September.

396) To review the draft updated [Financial Regulations](#)

The draft was based on the updated model Financial Regulations which had been amended to include provision for online banking. The Finance Committee **agreed** to recommend these be adopted by the Parish Council.

397) To agree the process for the use of a [Council Multipay credit card](#)

The Committee agreed it would be prudent to have a monthly limit set for use of the card. It was proposed and agreed that this should be set to £1,000.

With this update the Finance Committee **approved** the process for use of a Council Multipay credit card from Unity Trust Bank.

It was agreed that if a payment had to be made by card for the Trustees of West Hoathly Village Hall this would be paid for on this card and a reimbursement made from the Trustees account.

398) To review Parish Council expenditure against budget for the year ending 31st March 2020

- a) [End of Year Financial Report](#)
- b) [West Hoathly Parish Council Bank Reconciliation](#)
- c) [West Hoathly Parish Council Summary Receipts and Payments](#)
- d) [West Hoathly Parish Council Detailed Expenditure against Budget](#)

The expenditure against budget was reviewed and noted. Expenditure was in line with budget taking into account payments from ear marked reserves.

It was noted that the water charges for April-August 2020 were taken by direct debit on 31st March (so in the previous financial year). As accounting is done on a receipts and payments basis this should be a one-off adjustment to align 2 payments to a Financial year.

399) To consider the draft Annual Governance Statement for the year ending 31st March 2020

The annual governance statements were reviewed. The committee **agreed** to recommend them to the Parish Council for approval.

400) To consider the draft [Annual Statement of Accounts](#) and [Variances on Previous Year](#) for the year ending 31st March 2020

The Annual Statement of Accounts and Variances on the previous year were reviewed. The committee **agreed** to recommend them to the Parish Council for approval.

401) To review Trustees of West Hoathly Village Hall expenditure for the year ending 31st March 2020

- a) End of Year Financial Report (see Parish Council End of Year report)
- b) [Trustees of West Hoathly Village Hall Bank Reconciliation](#)
- c) [Trustees of West Hoathly Village Hall Summary Receipts and Payments](#)
- d) [Trustees of West Hoathly Village Hall Detailed Expenditure against Budget](#)

The expenditure against budget was reviewed. It was noted that the Hall had improved its cash position at the end of the year.

402) To consider the impact of the Covid-19 epidemic on anticipated receipts and expenditure

a) For the Parish Council

The Parish Council's main source of income is the precept. The first half precept should be received at the end of April. Therefore, there should be no major impact on receipts. Regular expenditure was likely to continue but work on projects and from ear marked reserves would be put on hold.

b) For the Trustees of West Hoathly Village Hall

The Hall income comes from 2 sources, hire of the Hall and rent on the Flat. Hall hire stopped in the middle of March and it is unclear when the Hall will be able to re-open but it is likely that Hall hire will be down by at least a third (average annual income is £7,000).

Invoices to regular Hall users (for January – March) will be issued shortly.

With the Hall closed expenditure on electricity, heating etc should be reduced. It was **agreed** that the cleaner should continue to work in the Hall ensuring it has a thorough deep clean and to check it is secure and there are no issues.

It was **agreed** that the Hall Management Committee should review income and expenditure at the meeting planned for June when there may be a clearer idea of when the Hall could re-open.

403) To note items of interest or for consideration at the next meeting

Date of next meeting 7th December 2020 (budgets)

There being no further business the meeting closed at 20:25

Chairman-----