

PROBUS PARISH COUNCIL

Locum Clerk: Carolyn Y. May (Parish Council)
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Minutes of the Meeting of Probus Parish Council held on Thursday 13th October 2022 in the Probus Village Hall at 7.30pm.

Members Present: Cllrs. N Gillard (Chairman), S Dalton, W Sutherland, R Tofts, L Deards, N Glasson, M Maskill. Also attending, Jacqui Peskett (Locum Clerk), Carolyn Y. May (Locum Clerk).

The prayer was read by J. Peskett (Locum Clerk).

22/239 Apologies for absence. Cllr. Faul

22/240 Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items), to issue dispensations if required and to declare gifts over £50.

Cllr Maskill declared a non-registerable interest in the Playing Field (committee member).

Cllr Glasson declared a non-registerable interest in the Village Hall (committee member).

Cllr Gillard declared a non-registerable interest in the Village Hall (partner Chairman).

Cllr Tofts and Cllr Glasson declared an interest in the Queens Platinum Jubilee (committee members)

No gifts received.

22/241 Public participation (15 minutes). No members of the public present.

22/242 To consider the income and expenditure of the Parish Council – from 1st April 2022 to 30th September 2022.

The Locum Clerk (Carolyn May) was requested to guide the Members present through the Parish accounts documentation supplied.

The Locum Clerk commenced her report by explaining the difficulties that had been encountered, in relation to the compilation of the accounts. Members were assured that a full review of Parish Council income and expenditure had been undertaken, with ledger entries being cross-checked against individual invoices, and the final figures reconciled against the latest bank statement. The figures provided were, therefore deemed to accurately reflect the bank statement figures.

A further observation highlighted the inconsistencies which arose as a result of the Cash Ledger headings not being reflected in the budget reporting document.

This resulted in additional work having to be undertaken, in order to separate income and expenditure sums in order to provide accurate calculations for budgeting purposes. The Locum Clerk advised the Members that she would seek to remedy the situation in very early course.

The Expenditure to Budget Report is separated into three separate and distinct sections: Services Provided within the Parish; Costs incurred in relation to the administrative function of the Parish Council. The third section relates projects/ miscellaneous matters.

The Locum Clerk stated that Members would henceforth be provided with a complete list of income and expenditure, on a monthly basis, including the performance against the budget.

The Locum Clerk highlighted that, overall, the Parish Council is highly likely to meet its' annual financial obligations, whilst remaining within the budgeted sum (£58,740), notwithstanding the negative spend in respect of several heads of the budget. The 2022/23 expenditure to date (£38,292.50 – 62.2% of budget) includes a number of annual payments, which will not fall due until the next financial year.

It was identified, by Cllr Gillard, that the Locum Clerk had not been properly furnished with the 'Reserve Funds' information which would have addressed some of the negative sums, which included several project payments that would have been taken from the earmarked reserves.

It was **agreed** that the Locum Clerk would be furnished with the earmarked reserve information and the Quarterly Report document amended.

It was **agreed** that Members would advise the Locum Clerk of any additional budget headings to be included on the Budget Document.

22/243 Establishment of a Finance Committee

Members discussed the establishment of a Finance Committee. Whilst the Committee would be able to make recommendations relating to financial matters, these must be submitted to the Full Council for consideration/ ratification. The establishment of a Finance Committee would negate the need for a for a full council meeting to be called each time financial matter is to be considered. It was suggested that the group would meet quarterly.

It was **proposed** by Cllr Sutherland, **seconded** by Cllr Maskill and **RESOLVED** that a Finance Committee would be established. Unanimous. **Carried.**

The meeting Closed at 19.50 hrs