



## Minutes of a Meeting of the Finance & General Purposes Committee held at 7pm on Friday 23rd April 2021 via video conference

**Those Present:** Cllr Kay (Chairman), Cllrs Berrett, Blase, Church, MacKeith, Potter & Rankin

**In Attendance:** Sharon Henley, Clerk/RFO

**Members of Public:** 1

1. Apologies for Absence: Cllrs Bastin and Fairclough.
2. Declarations of Interest in Items on the Agenda: There were none.
3. Questions from Members of the Public: There were none.
4. To approve Fourth Quarter Reports (Paper 1).

The Clerk/RFO reported the Year End Balances as follows:

Petty Cash 28/02/2021	£100.00
Unity Trust 31/03/2021	£37,756.40
Business Premium Account 8910	£192,242.49
Business Premium 4491	£77,118.78
Total	£307,217.67
Unpresented payments	£136.98 (Multipay card)
Unpresented receipts	0
Adjusted bank balance	£307,080.69

The Net Budget position at year-end report showed a figure of £-14,822.47 but this included money spent from Earmarked Reserves of £8,708.96. Many cost centres were overspent but news was still awaited on the payment of costs from the Judicial Review which, if awarded, would significantly mitigate the budget overspend.

A VAT reclaim of £4,643.32 had been submitted to cover 1<sup>st</sup> Jan – 31<sup>st</sup> March 2021 so all VAT incurred across the year has been claimed. This figure would be paid to NHPC in the 2021-22 financial year.

Councillors reviewed the reports and raised the following:

Cllr Blase suggested reallocating the Computer Costs overspend to the Office Equipment EMR but this was not taken forward. He also proposed to reallocate Seacourt Hall noticeboard costs to the New Hall EMR code but it was agreed that these items were not directly for the hall.

Cllr MacKeith had raised queries about the allocation of charges to Nature Reserve budgets and the EMR fund which the Clerk had addressed prior to the meeting. The Clerk further confirmed that no invoices had been received for the Oxford Conservation Volunteers work over the year and Cllr MacKeith to chase this up with the group.

Cllr Potter queried a £539 charge from Graham Sillman from July 2020 which was allocated to the Play Equipment Inspections budget. The Clerk to investigate and advise whether this required re-coding.

Cllr Kay proposed that the Quarter 4 reports and bank statements were approved, subject to the Clerk/RFO resolving Cllr Potter's query above and reporting back at the April Council Meeting. This was seconded by Cllr Blase and unanimously APPROVED.

5. Draft AGAR 2020-21 & Accounting Statements

a. Overview by RFO

The accounting system had been changed during the year from RBS to Scribe and reporting moved from Income and Expenditure to Receipts and Payments, in line with JPAG guidance. When the accounts had been moved to Scribe it was noted that the bank balance for the Barclays savings account number 8910 was under reported by £153.36 due to an error in transferring figures from the year end statement and bank reconciliation.

In addition a VAT refund figure of £11,511.11 relating to 2018-19 but received in Sept 2019 was not previously included in the figures under Total Other Receipts and Total Other Payments.

The Fixed Asset Register had been reviewed and items revalued in line with JPAG guidance, resulting in the final figure being changed from £375,096 in 2019-20 to £187,366 in 2020-21. For the above reasons some boxes had been marked as 'restated' on the draft Accounting Statements 2020-21. A full explanation on AGAR Restatements Explanation had been provided as part of Paper 2.

The Total Cash and Short Term Investments for 31/03/2020 had been restated at £308,841 and for 31/03/2021 was £307,081.

b. Review and approval of draft documents for submission to internal auditor (Paper 2)

The Clerk explained that the Internal Auditor had already completed many checks prior to the meeting in order to meet the deadline for the issue of the Annual Meeting papers.

Initial observations were as follows:

1. A £3 fee for Multipay card in March had not been added to the cashbook. The Clerk/RFO had amended the cashbook and relevant reports and draft AGAR documents to reflect this addition.
2. There had been an accidental overpayment of the Clerk/RFO's salary from October 2020 of £27.37 per month, totalling £164.22 gross this financial year. The Clerk explained that this related to a small pro-rata back-payment in September following the pay review and this amount had not been subsequently removed. Cllr Kay proposed this amount to be deducted as part of the May salary payment and this to be agreed by full Council.

Following the above discussions Cllr Kay proposed for the committee to recommend approval of the draft AGAR statements by full Council. This was seconded by Cllr MacKeith and unanimously APPROVED.

6. Any other information: There was none.

7. Date of next scheduled meeting: Thursday 15<sup>th</sup> July 2021 at 7pm venue tbc.

There being no further business the meeting closed at 19.31 hours.