

KESSINGLAND PARISH COUNCIL



Minutes of the Finance & Governance Committee Meeting on Wednesday 2nd August 2023 held in the Council Chamber, Marram Green

Members present: Councillors N. Glendinning, A. Green, S. James & J. McLean
Others present: None
Clerk to the Meeting: N. Coleby (Clerk) & D. Blowers (Admin/Committee Clerk)

19. Welcome

The Chair welcomed attendees to the meeting and explained the meeting protocol.

20. Apologies for Absence

An apology for absence was received from Cllrs Graham, Saunders & Truman. Acceptance was proposed by Cllr James, which was seconded by Cllr Glendinning with all in favour.

21. Declarations of Interest

There were no Declarations of Disclosable Pecuniary Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and to note that there are no written requests for dispensations for Disclosable Pecuniary Interests nor dispensations granted.

22. Governance

22.1 It was noted that the next policy working group will be held at 10am, 5th September 2023.

23. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 28th June 2023 had been circulated. Cllr McLean advised that item No.7 had been wrongly recorded as it reported that she seconded the motion but she was not at the meeting. It was agreed that staff meeting notes would be double checked and the minutes brought before the next meeting. Approval of the minutes was deferred until the correction could be made.

24. Banking

24.1 The RFO report was received on direct debits and standing orders paid during the month. The RFO noted that as there had been some inquorate meetings all payments which had not been able to be reported to a meeting were noted in this report. Unfortunately because the report was covering a larger period of

- time than usual, it was taken additional time to complete and some areas of the report would need to come to the next meeting.
- 24.2 The current balances from the report were noted.
- 24.3 Cllrs noted ongoing issues with one of the council's banks and withdrawing funds. A further attempt will be made however if it unsuccessful then further action may be to be taken.
- 24.4 This is a duplication of 24.1.
- 24.5 The payments made under delegation in the report were noted.
- 24.6 It was noted that payments made via council business cards were not included on the report this month but this would be forthcoming on the next report.
- 24.7 The payments made via petty cash were not noted but will come to the next meeting.
- 24.8 It was noted that there had been little progress with setting up the additional deposit accounts as one the accounts had wanted the details on all the councillors and not just signatories. The RFO noted that with the money that the council had spent on play equipment, accessibility to council assets, the Jubilee and the Coronation the account which the council currently has (excluding the Barclays account) should provide enough security for the funds which the council now has on deposit. There was a transfer of about £2000 which would be needed from one of the accounts to bring it under the auspices of the FCA guarantee and once the audit and new accounts setup is achieved this will be actioned. Cllr James proposed maintaining the status quo with the current deposit accounts and CCLA and that the additional funds within the one deposit account should be transferred as soon as is appropriate. This was seconded by Cllr Glendinning with all in favour.
- 24.9 It was considered whether the council should add to or amend the signatories on the council's various bank accounts. It was felt that the existing signatories were covering payments however additional signatories would provide greater flexibility of cover if individuals were away or ill. Cllr James proposed that Cllr Glendinning should be added to the signatories which Cllr McLean seconded with all in favour.

25 Accounts and Budget

- 25.1 The delay with the issues caused by the unassisted shutdown of the old accounts system have impacted on the new financial system and the ability to provide an up-to-date record. Councillors raised concerns about how long this would take to resolve. It was agreed that the RFO would work with the Chair of F&G to provide a timeline to the next meeting of the committee.
- 25.2 It was noted that this would be dealt with in line with 25.1.

26 Audit

- 26.1 It was noted that the issues with the closedown of the old accounts system had impacted on the timeline for the internal audit and that this would delay the external audit. Both audits would be externally carried out for the first time so rather than the internal auditor visit and verify information, information would need to be uploaded to the internal auditor's system, however, as previously, information on the website would remain a crucial part of the audit. Staff are working closely with our internal auditors to progress matters so that information can then be passed to the external auditor. The RFO reported that

an EGM may be needed to consider the Internal Auditors report if it is ready during the summer recess.

27 Payments

- 27.1 Payments for authorisation as detailed within the RFO's monthly report were considered and the RFO answered any queries over individual payments. Cllr James proposed authorisation of the payments which was seconded by Cllr Glendinning with all in favour.

28 Other financial matters

- 28.1 CIL
Nothing to note.
- 28.2 Expenditure
Councillors considered setting a budget for replacement of items and completion of works at Marram Green. Cllr McLean proposed a maximum of £150 which was seconded by Cllr James with all in favour.
- 28.3 Financial accounts system
It was noted that the transition to Scribe is still a work in progress due to the closedown of the existing finance system.
- 28.4 Office Mobile Phone
Councillors considered a proposal for having a council mobile phone which would be mainly based in the office but would also be available if staff were out on council business. A lot of organisations are using secondary verification and the council landline cannot deal with some required verifications. A smart phone would enable 2-stage verification and the storage of that verification especially where verification is by QR code or a similar image rather than alphanumeric. It would also be able to be used as an emergency contact or alarm for council staff who were lone-working. It was raised that the mobile that is used for the Youth Club should be replaced as well. It was originally donated to be used as the helpline during Covid and then transitioned through events to youth and the sim is now its second second-hand phone the purchase of a mobile phone and tariff for the office. It was noted that the council currently has a mobile contract for one of its employees so it would be sensible to get the new phones from them and have them set up for access to council systems. Cllr James proposed that quotes should be obtained and come before the next meeting. This was seconded by Cllr McLean with all in favour.
- 28.5 IT Security
A monthly payment was considered which would enable council to purchase a software program with more IT security. Cllr James asked for this to be referred to at the next meeting as more time was needed to provide enough information.
- 28.6 Roy Brown's Memorial Garden
This Item was dealt with in confidential session.

29 Compass Suite, Marram Green

It was noted that the dissolution is waiting on the Trust bank who had closed the bank account due to inactivity within a month of changing the accounts signatories and with no correspondence. The bank will not just reinstate the account and require a form

signed by all trustees to transfer the funds to another account. The signatories are being contacted to get the form completed so that the final meeting of the trust can be held.

30 **Date of next meeting**

The date of the next meeting will be the 11.00am on Wednesday 23rd August 2023.

31 **Items for the next agenda**

To note that items for the next agenda need to be with the Clerk by 5pm on the 14th August 2023.

32 **Exclusion of the Press and Public**

That in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 (Sections 100 and 102), the public and press be excluded for the remaining items of business due to the confidential nature of the business to be transacted including contractual and personnel related matters.

33 **Close of Meeting**

This meeting closed at 14.25pm.