



Kingshurst Parish Council

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Clerk to the Council: Paula Coyle

19th June 2024.

To all committee members

You are summoned to attend a
Finance and General Purpose Committee Meeting
on Tuesday 25th June 2024, 5.30 pm,
at Library, Marston Drive, Kingshurst, B37 6EY

Committee Members: Cllr L Cole, Cllr L Browning, Cllr J Edwards, Cllr D Cole.

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Agenda

1.	Appointment of Committee Chairman and Committee for 2024-2025.
1.1.	Election of F&GP Chairman
1.2.	Co-option to F&GP Committee
2.	Welcome and Housekeeping
2.1.	General housekeeping.
3.	To receive apologies.
4.	To receive members' declarations of disclosable (pecuniary and other) interests.
5.	To receive and consider member's dispensation requests if any.
6.	To approve the Minutes of the last Finance Committee Meeting held on 11 th April 2024.

7.	Financial regulations 2024/25
7.1.	To Approve Kingshurst Parish Council Financial regulations 2024, new amendments have been updated.
7.2.	Financial regulations to be presented and minuted at full council meeting (11/07/24)
8.	Basic Financial Controls
8.1.	Information only (attachment 1.)(Please read prior to the meeting)
9.	Finance
9.1.	Accounts for year 23/24 have been sent all members, To confirm the accounts are open to public viewing
9.2.	Finance Report <ul style="list-style-type: none"> - Reconciliation Report and Bank Statements for April and May (sent on email prior to meeting).
9.3.	To approve: The payments for April and May.
9.4.	To confirm: Internal Audit Report
9.5.	External Audit – Moore (update from RFO)
10.	Items for consideration at Full Council Meeting
10.1.	Finance report
10.2.	Payments from April- May
11.	Public Participation To adjourn to allow public participation for 15 minutes. Residents are requested to give their views and question the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Full Council Meeting itself

12.	<p>Exclusion of public and press To consider the exclusion of the public and press from the discussion of confidential items under section 1 Public Bodies (Admission to Meetings) Act 1960</p>
13.	<p>Date of the Next Meeting</p>

Item 8.

Kingshurst Parish Council 2023/2024

Basic Financial Controls

1. The Council's bankers are Unity Bank, 9 Brindley Place, Birmingham
2. There is one bank account/s. The Clerk is authorized to communicate with the bank by e-mail, post and phone; can pay in money and set up online payments
3. Two members of the parish council are authorized signatories to the account, reviewed annually; the Responsible Financial Officer (RFO)/Clerk is not a signatory. The bank holds a mandate for each signatory. The two members are authorized to use the bank's online payment system and can authorize payments but cannot set them up. (Cllr D Cole and Cllr L Browning)
4. A Budget Forecast for the 12-month period of 1 April to 31 March is agreed by the Parish Council by November each year and used to set the parish precept. Monthly budget comparisons are provided by the RFO/Clerk to the Council at each meeting along with the latest monthly bank reconciliation.
5. The RFO/Clerk produces a summary of the Parish Council's annual accounts for presentation to the Parish Council as soon as practicable after the end of the financial year and in any case before 30th June.
6. The RFO/Clerk will prepare the Annual Statement of Accounts by 30th June at the latest (but will endeavour to provide as soon as possible after financial year end), to support the period of public inspection during the external audit.
7. The RFO/Clerk will prepare and collate all records, documents, papers etc. as directed by the External Auditor, for the period of public inspection.

8. The financial position of accounts held by the Parish Council is advised to each Parish Council meeting along with a list of payments for approval.
9. All requests for payment shall be accompanied by the appropriate paperwork as directed in this council's Financial Risk Assessment.
10. All cheques are signed by two of the three authorized members of the Parish Council.
11. When paying by cheque, the invoice or approval slip is initialled by each signatory to the cheque and the cheque stub is also initialled.
12. Cheques are signed at Parish Council meetings when the Clerk & Chairman are present.
13. No authorized signatory will be asked to sign a blank cheque.
14. The Finance Committee check its finances monthly, using the reconciliation report and bank statements.
15. The Risk Assessment and Asset Register will be checked annually.
16. The Parish Council annually appoints a competent independent internal auditor to check its accounts and to ensure that its activities are properly carried out and recorded. For the year 24/25, this is Ruth Roberts.
17. The External Auditor, appointed by the sector-led body, will contact the Clerk annually. For the year 24/25, this is Moore.
18. From April 2018, if subject to the Transparency Code as a 'Smaller Authority with Exempt Status', the Parish Council will self-declare it is not subject to the External Audit procedure and will duly follow the Transparency Code requirements.