



# Kingshurst Parish Council

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Clerk to the Council: Paula Coyle

## Minutes of the meeting of Finance and General Purpose Committee Meeting on Thursday 15<sup>th</sup> June 2023. 6pm

at the Seeds of Hope, Overgreen Drive, Kingshurst, B37 6EY

**Council Members:** Cllr D Cole, Cllr S Daly, Cllr L Cole, Cllr L Browning, Cllr J Edwards.

**Council Members Present:** Cllr D Cole, Cllr L Cole, Cllr S Daly, Cllr Kimberley  
**Members of the public :** Cllr M Brain, Cllr B Donnelly and 2 public.

Undertaken by :  
Lee Browning

### Minutes

1. 1.1	<b>Welcome and Housekeeping</b> General housekeeping  DC confirmed that SD asked at AGM to still be part of the Finance Committee, and this was accepted. Documentation/meeting dates to be amended to reflect this, Paula to confirm the audience for each committee.	<b>Clerk</b>
2.	<b>To receive apologies:</b>  None	
3.	<b>To receive members' declarations of disclosable (pecuniary and other) interests.</b>  None	
4.	<b>To receive and consider members' dispensation requests, if any</b>	

	None	
<b>5.</b>	<b>Election of F&amp;GP Chairman</b> LB was elected as chair for the new term. (Votes 3/2)	
<b>6.</b>	<b>To approve the Minutes of the last Finance Committee Meeting held on 13<sup>th</sup> April 2023</b>  Minutes from 13 <sup>th</sup> April 2023 were approved.	
<b>7.</b>	<b>Basic Financial Controls</b>  JK advised that he will not be voting on any financial items as he has no confidence in the processes that are in place and over the last 12 months the trust has broken down.  LB/DC – as JK was not on the finance committee he would not have had full knowledge of the accounts; new measures are being implemented (see actions below) and that the finance team role is to get into the minute detail of payments and own the finances not the Full Council.  <b>Action</b> : To read the document and recommend any amendments by the next meeting to LB.	ALL
<b>8.</b>	<b>Authorisation Levels for Committees.</b>  This document was accepted, LB to distribute to committees. No amendments were recommended	LB
<b>9.</b>	<b>Finance Report April/May 2023</b>	
<b>9.1</b>	<b>Reconciliation Report – Accepted with no comments</b>	
<b>9.2</b>	<b>Bank Statements – Accepted with no comments</b>	
<b>9.3</b>	<b>Expenditure Report</b> LB went through this report in minute detail and recommended that this is the document that is shared with the Full Council. and not 9.1 and 9.2.	

<p><b>9.4</b></p>	<p><b>Resolved that this report is used along with just the totals amount from the payments page.</b></p> <p><b>Action : MB raised an issue about HMRC payments, Need to confirm what the calculation is as £900.00 is high</b></p> <p><b>Receipts and Invoices Folders</b></p> <p>To improve our processes further :</p> <ul style="list-style-type: none"> <li>a. It was accepted that invoice and receipts folder from the previous month would be checked by a committee member at each finance committee meeting.</li> <li>b. It was accepted that when RFO was making invoice payments (with LB auditing) that they will then email the signatory DC to say that all payments/invoices are correct in line with the paperwork.</li> </ul>	<p><b>Clerk</b></p>
<p><b>10</b></p>	<p><b>Finance Committee Approvals (Please read prior to the meeting)</b>  <b>To approve the payment list for June/July 2023.</b>  <b>To approve any other Payments that may fall due not on the previous list.</b></p> <p>Resolved that only the finance committee will see these payments and that the Full Council will only be informed of the totals in that finance report.</p>	
<p><b>11.</b></p>	<p><b>Items for consideration at Full Council Meeting</b></p> <p>Resolved that report 9.3 above to be submitted with any employees' wages redacted and only the totals of the payments due in the following month are required to be presented at full council.</p>	
<p><b>12.</b></p>	<p><b>Public Participation</b></p> <p>To adjourn to allow public participation. 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.</p> <p>None</p>	

<p><b>13.</b></p>	<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> <p><b>Resolved</b> – provision of items under DDA, confirmed that did not require a tablet.</p> <p>Requested that they get documents in large print and single sided. recommended that the clerk check with all Cllrs on who wants to get paper documents for meetings, and who not.</p>	<p><b>Clerk</b></p>
<p><b>8.</b></p>	<p><b>Date of the next meeting:</b> Thursday 13th July 2023,5:30pm at the Seeds of Hope, Overgreen Drive</p>	

Signed (Chair): .....

Date: .....

Item 7.

## **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 but cannot authorize 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 30<sup>th</sup> June.
6. The RFO/Clerk will prepare the Annual Statement of Accounts by 30<sup>th</sup> 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 23/24, this is Ruth Roberts.
17. The External Auditor, appointed by the sector-led body, will contact the Clerk annually. For the year 23/24, 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.

# Authorization Levels for Committee's

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- The following Expenditure Guidance will apply to the Kingshurst Parish Council :
  - Items under £100 – require the pre-agreement by the Committee Chair, subject to budget. Expense forms must be submitted to and countersigned by the chair and one other person of the committee to the parish clerk . There must be an Email trail and the clerk cannot be the other person.
  - Items between £100 – £500 – require pre-agreement from the majority of the said committee.
  - Items over £500 – £4999 require the financial agreement of the Finance Committee following recommendation from the sub-committee
  - any amounts over £5000 is for Full Council.
  - **In all transactions**, a quote and at least a value for money checks is required, using previous years quotes or online.
  - Donations given must be recorded, especially around Community Gardens.
  - A receipt will be obtained from the beneficiaries for monies received and provided to the Parish Clerk. We do not want to accept cash and therefore encourage BACS transfer or cheque only.
  - In Emergency Situations, the Parish Chair has power to make a payment with consultation with the RFO and Finance Chair.
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