

# Cratfield Parish Council

## PARISH COUNCIL FINANCE MEETING

*Cratfield Village Hall*

**Wednesday 29th May 2024 at 7.30 pm**

**Councillors Present:** Lotty Barbour (Chair), Tim Ackerley, Dan Elford, Caroline Marfleet, Adrian McDonald

**Clerk/Responsible Financial Officer:** Sally Chapman

**Also Present:**

### A. Public Forum - For Members of the Public

None present

## MINUTES

### 1. To Approve Apologies for Absence

Apologies were Accepted and Approved from Cllr Chivers , no apologies from Cllr Mobbs

### 2. To Record Declarations of Interests and to Consider Requests for Dispensation

None

### 3. Finance

#### a) To Approve the End of Year Accounts 2023/24

Councillors Approved unanimously the End of Year Balance Sheet 2023/24 (*attached*)

#### b) To Approve the Internal Auditor's Report for 2023/24

Councillors Approved overall the Internal Auditor's Report for 2023/24 and commented on the following recommendations:

#### Summary of Recommendations

##### Section 5 - Page 10

##### Regular reporting of expenditure and variances from budget

The minutes evidence that Council carried out its six-monthly review covering the budget for the current year with a review of income and expenditure against budget along with forecasts for the remainder of the year. Comment: Council is advised to consider either implementing, in accordance with its own standing order 17c a quarterly statement showing evidence of comparisons between budgeted and actual income and expenditure to form the basis of approval for virements in accordance with Council's own Standing Orders or amend Standing Order 17c to reflect the frequency with which budget monitoring exercises are carried out.

Councillors Disagreed with the above. The budget is reviewed at every bi-monthly meeting and is recorded in the minutes. The Clerk has brought this comment to SALC attention for amendment.

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##### Has the Council registered with the Information Commissioner's Office (ICO)?

The Council is correctly registered with the Information Commissioner's Office (ICO) as a Data Controller in accordance with the Data Protection Legislation. It is noted that Council last reviewed its Model Publication Scheme detailing the type of information the Council holds and how it will make it available to the public in 2016.

Councillors Disagreed with the above. The Model publication scheme is reviewed annually in March, along with all the other policies (as shown in the March Minutes), and the policy on the website states:

Reviewed: 12th March 2024. The Clerk has brought this comment to SALC attention for amendment.

Signed:

Date:

# Cratfield Parish Council

## Does the council have official email addresses for correspondence?

Council does not operate with a .gov.uk email address for the Clerk and Councillors See above link for information on .gov.uk.

Comment: for the purposes of user management, Council needs to ensure that the Proper Officer can add and remove member and staff email accounts.

Councillors Agreed that the cost for .gov.uk email addresses is too expensive for a small parish (as discussed at the March meeting, SALC's quotation is £261 per annum).

Councillors Agreed to each open a separate email account for Parish Council business. **Action: Councillors**

### c) To Approve the Annual Audit Return Sections 1 & 2

Councillors Resolved unanimously the Annual Audit Return Sections 1 & 2 and the Chair and RFO signed the documents.

### d) To Consider a Certificate of Exemption from a Limited Assurance Review

Councillors Agreed unanimously to certify themselves as Exempt from a Limited Assurance Review and the Chair and RFO signed the Certificate of Exemption.

### e) To Appoint the Internal Auditor for 2024-25

Councillors Resolved unanimously to appoint a NALC or an independent Internal Auditor for 2024-25, as they were not happy with the lateness of this year's SALC audit and the need for amendments to be requested.

## 4. Items for the Next Agenda

### a) Allotments and Play Area Land Registry

## 5. To Confirm the Meeting Dates

- a) Tuesday 9<sup>th</sup> July 2024 at 7.30 pm
- b) Tuesday 10<sup>th</sup> September 2024 at 7.30 pm
- c) Tuesday 12<sup>th</sup> November 2024 at 7.30 pm

*The meeting ended at 7.50 pm*

Signed:

Date:

# Cratfield Parish Council

Cratfield Parish Council			
Year End 31st March 2024			
<b>Receipts and Expenditure</b>			
<b>2022/23</b>		<b>2023/24</b>	
<b>£</b>	<b>Receipts</b>	<b>£</b>	
4,000.00	Precept	4,100.00	
740.10	Allotment & Land Rent	756.85	
12.30	Business Saver Interest	58.25	
131.41	VAT Reclaim	131.53	
130.00	East Suffolk Council Grant	55.50	
<b>5,013.81</b>		<b>5,102.13</b>	
<b>Expenditure</b>			
2,597.00	Clerk's Salary	2,808.00	
120.00	Clerk's Office Costs	144.00	
86.33	Clerk's Expenses	44.89	
70.00	Hall Rent	74.25	
35.00	ICO - Data Protection Registration	35.00	
332.96	Insurance	370.96	
150.00	Internal Audit Fee	169.00	
-	Village Maintenance	35.00	
108.33	Miscellaneous	62.50	
-	Play Area Maintenance	400.00	
90.00	Play Area Inspection Fee	95.00	
316.00	S137 Grants/Donations	300.00	
190.67	Subscriptions	191.59	
-	Training	60.00	
50.00	Website Fee	50.00	
274.99	Play Area - Rubber Chippings	-	
-	ESC - Uncontested Election Fee	78.54	
325.27	Jubilee Plaque & Mugs	95.83	
131.53	VAT on payments	108.44	
<b>4,878.08</b>		<b>5,123.00</b>	
135.73	Surplus income over expenditure	(20.87)	
6,753.38	Balance b/f	6,889.11	
-	Transfer to reserves	-	
<b>6,889.11</b>	<b>Balance c/f</b>	<b>6,868.24</b>	
<b>Balance Sheet</b>			
<b>Cash at Bank</b>			
1,311.10	Current Account	856.70	
5,648.01	Business Saving Account	6,011.54	
-	Uncleared Receipts	-	
(70.00)	Uncleared Expenditure	-	
<b>6,889.11</b>		<b>6,868.24</b>	
2,020.97	General Reserves	2,061.54	
4,868.14	Earmarked Reserves	4,806.70	
<b>6,889.11</b>		<b>6,868.24</b>	
Authority as at 31st March 2024 and reflects its receipts and expenditure during the year.			
<b>Signed</b>	<b>Charlotte Barbour - Chair</b>		
<b>Signed</b>	<b>Sally Chapman - Responsible Financial Officer</b>		

Signed:

Date: