

Poulshot Parish Council

DRAFT

Finance And Audit Working Group Minutes

8th December 2022

7:30pm Via Zoom

Membership: Cllr Davis, (absent)
Cllr Bissett,
Cllr Scott, - (RFO)
Cllr Church

Present: Jeannette Young, - Proper Officer

1. Apologies

Apologies were received from Chairman, Cllr Davis, therefore Vice Chairman, Cllr Bissett chaired the meeting.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes

Due to this being the first meeting of this working group there were no previous minutes to approve.

4. Capital v Revenue

A general discussion was had on this subject, it was explained the clerk had sent numerous emails to the officer at WALC and was yet to receive a reply. NALC had also been contacted; they were however reluctant to advise but did request that they were copied into any correspondence sent to WALC. It was further discussed that usually Capital receipts are the funds councils receive from the sale of assets, these funds are normally restricted to Capital expenditure or the paying off of debt. The funds in question were believed to have been in the remit of a donation, therefore it was thought they could be used as a general reserve; however, it was agreed that professional advice be sought on the matter.

5. Community Fund Draft Terms of Reference

Discussion was had regarding the background information, and it was decided to leave the paragraphs in as the information was useful and to recommend to Council for adoption.

6. Draft Grant and Donations Policy

Poulshot Parish Council

After debate and explanations there were several amendments made, to make the Policy more precise for the Village. Once amended it was agreed to recommend to Council for adoption

7. Draft Grant and Donations Application Form

Several changes were made to the application form to hopefully make the process easier for residents and village organisations to complete. Once changes have been made it was agreed to recommend to Council

8. Draft Scoring Sheet

Lots of discussion about the scoring sheet, concerns were raised regarding showing due diligence and audit requirements. Ultimately it was agreed to make changes to the scoring and remove the 'copy of the organisation's constitution' from the scoring sheet. All felt this would be seen (if applicable) on the application form. It was also agreed that Councillors of the Finance and Audit working group should be responsible for scoring.

To recommend the amended scoring sheet and working group members to be responsible for scoring to Council.

9. Draft Budget

No changes to Draft Budget, so it will be presented to Council at the January meeting

10. VAT Invoice

There were further conversations regarding the VAT invoice and concerns about payment. It was agreed to contact a local authority auditor for advice.

Meeting closed at .20:58

SignedDate.....