Oldbury on Severn Parish Council

Clerk/RFO: Mrs Victoria Bailey
88 Badger Road
Thornbury
South Gloucestershire
BS35 1AD
Tel. 07922807405
oldburyonsevernpc@gmail.com
www.oldburyonsevern.uk

Minutes of a meeting of the Finance and General Purposes Committee to be held on Monday 20th February 2023 at 10am in The Memorial Hall, Camp Road, Oldbury on Severn, BS35 1PR

1.Present: Chairman Cllr Sheila Bedford, Cllr Matthew Riddle, Cllr Keith Sullivan, Cllr John Cornock and Cllr Chris Jennings

Clerk: Victoria Bailey

2. Apologies

None received

3. Declarations of interest and dispensation requests

None received

4. Approval of minutes of the previous meeting 19/12/2022

All in favour

5. Matters Arising

Covered

6. Review receipts

Receipts approved. SRB suggested the £150 compensation from NatWest could be designated to fund a meal for the Councillors and Clerk as a farewell to KS. KS disagreed and does not want the money to go into the 'Chairmans Expenses' within the accounts.
MR felt that as the payment was for distress that the people involved could choose to use it how they saw fit.
CJ suggested it should be referred to Full Council.

Action
VB to add '£150 NatWest compensation receipt' to March's Full Council agenda

7. Review payments

CJ would like it made clear that the payment from the National Lottery have paid OPC; the builder has also been paid. SRB said from now onwards the cut off point for the finance papers should be the day the agenda is published. All agreed.

Action
Cut off date for papers are the day of the publication of the agenda

8. To sign the NatWest bank statement alongside the Bank Reconciliation
SRB signed the bank reconciliation

Payments and Receipts were discussed and Councillors requested all finance papers will span from one F&GP to the next F&GP with no additional finance papers looked at by Full Council other than urgent 'Payments/ Receipts for approval.'

9. Report on actual against budget summary for 2022/3
SRB requested this in Excel format in future. CJ requested VB to time herself to see how long it takes.

VB to provide finance reports in Excel format from now on. VB to report how long this takes.

Discussion on Scribe accountancy package; VB researched feedback on account systems for Parish Council's and has been widely advised that Scribe is the best.
MR will ask Olveston and Alveston;s Clerks which system they use

Action
MR to update F&GP on which accountancy packages are used by other council's he works closely with and the cost of each one.

10. To review Financial Controls:

10.1 To review for adoption at Full Council the draft Asset Register and Disposal Policy for adoption at Full Council

All happy with the policy with the addition of an asset disposal form. SRB noted that the OPC printer arrived to the Clerk not working and gave her approval for it to be disposed of (currently in Clerks garage.) VB added she has been using her personal printer exclusively for PC work since she began.

Action
VB to add 'Asset Disposal Form' to the policy. VB to add' Approval of Asset Register and Disposal Policy' to March Ful Council

10.2 To review the Asset Register

A number of items were listed as missing from the Asset Register; MR mentioned several parcels of land.

Action
SRB to liaise with IK to ensure all items are definitely help on the Asset Register MR to send F&GP a list of any land and assets he believes are missing from the Asset Register

10.3 To review for adoption at Full Council Governance and Management Risk Review

All agreed that the Council have been following the guidance in the Governance and Management Risk Review

10.3 To review for adoption at Full Council Financial Regulations

SRB noted the following:

2.2 Noted

2.4 – Who is our Internal Auditor?
Stuart Pollard of Auditing Solutions LTD

3.1 – Do we do a five year forecast/ Do we want to?
We do not; CJ recommended beginning to do this

4.3 - Noted

4.4 – Noted

5.5a) Should wording read ' Financial Change?'

5.10 – MR and CJ agreed this was important to note

6.4 – This may need altering to make it more relevant after we have received Bankline Training; agreed to review in next F&GP

6.9 – Will also be reviewed after Bankline Training

6.11 – KS agreed to hand over the passwords envelope to the new Chairman in May 2023

6.13 – VB confirmed OPC own a hard drive

6.14 – Discussion on antivirus software; SRB suggested forms to confirm Councillors have anti-virus software. CJ asked if OPC would purchase anti-virus software should this be required

6.15 – Noted. SRB would like clarification on who are signatories/ service administrators/ roles

6.16 – SRB would like this to be specific to not storing reminded financial passwords; not all passwords

6.17 – Noted and ensure it is in place

6.21 – Noted

7.4 – Any financial information is allowed to be seen by the public; SRB recommended staff ought to be refereed to by role rather than name in financial reports

9.1 Noted

11.1 Noted as the correct procedure

13.1 – CJ – title deeds are missing for the Memorial Hall; seven years need to pass before they become the freeholder

11. Update on 2023 Internal and External Audit plans
VB confirmed the Internal Audit will take place on 17/03/2023

12. Update on the 2023 local elections
VB and CJ to attend SGC course next week. VB will forward on election correspondence from SGC to current Councillors. SRB will communicate all Election updates via the website, 4Ward and other means and try to recruit prospective candidates

13. Report on the notice boards
SRB will check with AC about the current noticeboard; Sheppardine is fine as is PFC noticeboard.

14. Update on the New Councillor Induction Pack
VB and SRB meeting next week to transfer files onto a memory stick ready for SRB to take to Horders to print 10 packs.

15. Communications update
No update

16. Strategic Plan update
MR planted 16 trees on Saturday at St Arilda's

17. Progress report on the Civility and Respect Project
No update; will be reviewed after the May election

18. Any other items not requiring a decision

Discussion on whether the PFC can add the £350 to their special reserve. VB to check minutes and confirm.

Meeting closed: 1.10pm

Next meeting: **Monday 17th April 2023** at 10am at Oldbury Memorial Hall

DRAFT