



KINGSTEIGNTON TOWN COUNCIL FINANCE MINUTES

Minutes of the meeting held on Wednesday 28 July 2021 via Zoom at 7.00pm

Present:

Chair: Councillor: B Thorne

Vice Chair: Councillor S Plummer

Councillors: D Ripping, Imogen Laws

Councillors: Ex Officio: Cllr R Peart

In Attendance Cllr A Brotherton and Finance Officer: Mr Phil Banner

F51/2021 To receive apologies for absence

J Scagell

F52/2021 To receive any Declarations of Interest

None.

F53/2021 Minutes

The minutes of the meeting held on Wednesday 5 May 2021 were approved and B Thorne will sign off.

F54/2021 Bills Paid and Receipts

Receipts and Payments for May and June 2021 were reviewed and the following matters raised in respect of expenditure incurred:

a) Protective clothing

Phil Banner was requested to advise at the next meeting of expenditure incurred in the current financial year

b) Printing

Phil Banner was requested to advise at the next meeting on the makeup of £229.25 charge appearing in the latest Trial Balance

c) Printer Hire

Phil Banner to advise at the next meeting of equipment currently in use

F55/2021 Update on bill received from South West Water (SWW)

Phil Banner reported that he could not fully check the credit received from South West Water as no supporting calculations had been received. He advised that he was confident that the credit was more than adequate to cover both the amount overcharged and time spent trying to resolve the matter.

F56/2021 Review of 2020/21 and 2021/22 grants paid



Phil Banner reported on grants paid and confirmed only one grant had been returned as the group concerned had ceased to operate.

F57/2021 Consideration the charge to be made to Kingsteignton Bowling Club

After discussion it was agreed that the charge for the year would once again be reduced by 50% to £275.

F58/2021 Consideration of the Internal Audit Report received

Phil Banner was requested to ascertain for the next meeting what has to go on the Council website to comply with the transparency code, who is responsible for this and whether further staff should be trained so that we have increased cover.

Phil Banner was requested to look further in to the question of computer costs written off and to look further into the matter of new bank accounts to spread funds.

Phil Banner to liaise with Carol Lakin on recommendations concerning payment procedures.

Phil Banner to ascertain the position regarding risk assessment software in use.

F59/2021 Consideration of the following matters highlighted at the meeting held 14 July 2021 to review and sign off the 2020/21 AGAR

a) Langridge Bequest

Phil Banner again advised that the money we hold is not in Trust and that this is accepted by both our Internal and External Auditors.

b) Domesday Book

Phil Banner advised that, as there was no cost, this should be shown at a valuation of £1. Phil Banner was asked to find out where this item is and advise.

c) Cups for Garden and Craft show

Phil Banner advised that some cups were of low value and in some cases it would not be possible to obtain cost figures. In the absence of cost figures a nominal valuation of £1 must be used.

d) Bus Shelter at Five Lanes

Phil Banner advised that as this item had been replaced at a cost greater than we had originally incurred it was reasonable to leave the asset at the figure shown.

e) Staff Clothing

Phil Banner was asked to get lists prepared by maintenance staff of protective clothing held.

f) Kingsteignton Bowling Club

Phil Banner advised that, as there was no cost to the Council, this item was shown at a nominal valuation.

F60/2021 Correspondence



Thank you letters received from the Friends of Kingsteignton Library, Kingsteignton Tennis Club and Abbrook Bowling Club

Non Agenda items raised at the meeting in error

- a) Duplicated payment to a newsletter deliverer
- b) Production of a guide explaining the finance tasks performed
- c) Overlapping matters from 14 July 2021 meeting
- d) Van hands free telephone equipment
- e) Staff protective clothing
- f) Mobile phone bills
- g) Debtors and Creditors appearing in the AGAR
- h) Fixed Asset list
- i) Audit weaknesses and action plan
- j) Transparency code
- k) Segregation of accounting tasks
- l) Auditor checks on receipts
- m) Checking of petty cash
- n) Staff payslips

The meeting closed at 21.04

Next meeting 8 September 2021 at 7.00pm.

Signed:..... Dated:.....