

Lyminge Parish Council

Minutes of Lyminge Parish Council Finance and Administration Committee Meeting.
Held on Monday 1st July 2024 in Lyminge Methodist Church

07.01 Present: Cllrs Fuller, Rising, Arnold and King.

In attendance: Chani Sanger (Clerk), Geoff Eaton (RFO) and two members of the public.

Apologies: Cllrs Trayner and Huntley.

Declarations of interest: Cllr Arnold - DPI - Item 6

07.02 Minutes:

[Motion - To approve the minutes of 29 April 2024.](#)

Proposed: Cllr Arnold | Seconded: Cllr Rising | Motion passed.

07.03 Management accounts:

07.03.1 1 April 2024 - 31 May 2024 actuals vs budget.

An explanation was given as to how the budget is calculated pro-rata through the year. The full year budget is divided by twelve to give a monthly amount. Minus figures represent where we are under budget and positive amounts are over budget. Amounts in red are overspends. As an example, the cost of WorkNest was not budgeted for and as such we are over budget on the 'subscriptions' budget line.

It was noted that if budget costs are not being adhered to then any virements should be approved at Full Council. We are also able to set up new budget lines.

Chair asked whether there is anything that councillors should be aware of. RFO noted that there is nothing of particular concern but that finances should be regularly monitored.

07.03.2 Bank reconciliation as of 31.05.24 was acknowledged as £137,771.75.

It was noted that original bank statements should be signed off. RFO to bring original statements to the next meeting.

07.03.3 Payment schedule

It was noted that the invoice for Mazars LLP was dated October 2023 and that this should have been paid already. RFO stated that this was an oversight and that no reminders had been received which is unusual. RFO confirmed that no late fees had been charged.

It was questioned whether there is a process for ensuring that invoices are paid on time. RFO receives an invoice from the Clerk and then adds to a payment list for the next meeting. There isn't a set correct procedure, the council needs to agree the process they are using and then ensure that process is adhered to.

[Motion - To approve the payment schedule as circulated](#)

Proposed: Cllr King | Seconded: Cllr Rising | Motion passed.

07.04 Audit 2023-2024

The chair noted that at the meeting on 15 June 2024 the RFO had been asked to send over what was being queried with the Internal Auditor. This information had not been received. The RFO stated that as the council had decided to tick 'no' on specific items on the AGAR forms, there was no need to query anything with the Internal Auditor. RFO to chase Internal Auditor for the final written report following the meetings and chair to follow up with RFO on Wednesday.

Discussion around the process for the external audit was discussed and it was noted that the council had ticked 'no' to various parts of the AGAR form. It was noted that there will need to be a thorough discussion regarding the feedback and that the council will need to implement the necessary changes. It was noted that it would be worthwhile to have mini-audits part way throughout the year to ensure the changes being implemented are satisfactory.

RFO to circulate the Internal Auditor's report once it is received.

07.05 Scribe

Scribe is a software used by councils. The four packages they offer are 'bookings', 'accounts', 'cemetery' and 'allotments'. As the council does not own or manage a cemetery, they are considering the other three packages. The Clerk had contacted Scribe and asked if they would give a multi-package discount and had offered a reduced cost. The onboarding fee was reduced from £479 to £360 for the 'accounts' package and from £399 to £189 for the 'bookings' and 'allotments' (£189 for both, not each). The monthly costs for the 'accounts' package remained £55. The 'bookings' package was reduced from £35 per month to £29 and the 'allotments' package was reduced from £15 per month to £7. These figures are based on the council's precept.

RFO noted that he was against the adoption of Scribe as the council has so few payments that the cost of Scribe is not warranted. In response, it was noted that despite so few payments, the council is on track to have failed three consecutive audits and is struggling to maintain appropriate finances. Given that members of the parish are rightly contacting the Clerk with questions regarding the finances the council must strive to be more organised, more transparent and acting proactively rather than reactively. The adoption of Scribe's three packages is a chance for the council to get the finances and the allotments in order and will allow for a bookings system for council venues.

[Motion - To approve recommending the use of Scribe to the Full Council.](#)

Proposed: Cllr Rising | Seconded: Cllr Arnold | Motion passed.

07.06 Expenses:

[Motion - To approve the Clerk's expenses as circulated.](#)

Proposed: Cllr Fuller | Seconded: Cllr King | Motion passed.

Cllr Arnold left the room.

[Motion - To approve Cllr Arnold's expenses as circulated.](#)

Proposed: Cllr Rising | Seconded: Cllr Fuller | Motion passed.

Cllr Arnold re-entered the room.

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07.07 Correspondance: None

07.08 Date of next meeting: 5th August

Meeting closed at 19:45

Signed: _____ Chair (Date __/__/24)