

Padcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808 Email: clerk@rotpc.com Web: www.rotpc.com

Extraordinary Finance and General Purposes meeting Tuesday 4th October 2022 8pm at the Grange

Present: Cllr Gillian Dunn (Chair), Cllr Phil Thomas (Vice Chair), , Cllr Harry Curtis, , Cllr Irene Dovey, Cllr Ian Rhodes, Cllr Anne McLeod, Cllr Alice Tomlinson

Also present: Karen Green (Clerk), Hayley Gandy (Administrator), NCC/RBC Cllr Roger Upton and 0 member of the public

Minutes

1. Proposal to approve Apologies for Absence –Cllr Sue Clegg, Cllr Jo Spencer, Cllr Oliver Bere, Cllr Matt Douglas-Kirk, Cllr Martin Davis, Cllr Tracy James, RBC Cllr Abby Brennan

Proposed Cllr Dunn

Seconded Cllr Thomas

Unanimous

APPROVED

Absent but no apologies- none

- 2. Declarations of Interest- none
- 3. Open session for members of the public to raise matters of council business Limited to 15 Minutes-none
- 4. Proposal to approve the Minutes of the Finance and General Purposes meeting held on 6th September 2022

Cllr Dunn stated that she was not happy with the content of the Minutes and that they were not accurate and missed some information.

Proposal not to accept the Minutes and have them re-proposed at the next meeting

Proposed Cllr Dunn

Seconded Cllr Tomlinson

Unanimous

APPROVED

- 5. Chairman's Announcements none
- 6. Clerk's Report on previous Minutes The Clerk has not received any guidance regarding projects for the new financial year. The telephone system issue is ongoing. The CIL funding for Transport does not come directly to Radcliffe and is not for trains or buses
- 7. Proposal to appoint 4 trustees for the Hartwell Charity

The Charity is currently not being actioned by anyone and it comes under the trustees of the Parish Council. The Charity is to support women in need in the Parish. The requirements for residents receiving funds are currently archaic and there is a hope this can be updated so that there is a possibility that the monies could be used to support residents during the fuel crisis, for example. The amount of monies in the account are not able to be known until trustees are approved. At least 4 trustees must be approved, the Charity is looked after by CCLA

Proposal to appoint Cllrs: Tracy James, Carol Chambers, Anne McLeod, Harry Curtis

Proposed Cllr Dunn Seconded Cllr Rhodes Unanimous

APPROVED

The Clerk to respond to the Hartwell Charity with the names of the approved trustees and a copy of the F&GP minutes by Friday of this week

- **8. Proposal to accept the quote for the Grange Hall lights-** 1 quote has been received as yet, 1 contractor has visited and the other is coming later in the week
- 9. Proposal to accept responsibilities and finances for the Remembrance day events- Defer until Insurance details are obtained

Parish Council will look into insurance for the event in 2023 and onwards and the running of the event. Parish Council to locate the lamppost poppies and silhouette to be put up for Remembrance day. Volunteers are required to help on the day

10. Reports from Working Groups: a) Audit

Councillors' Audit – 29th September 2022

Auditors: Gillian Dunn, Phil Thomas

Staff Interviewed: Sally Horn

Introduction

It had been brought to the attention of members of the Audit Committee that an error had been identified in an invoice (no. 11304, issued on 16/06/2022) which resulted in an incorrect amount of VAT being added to the invoice.

The concern was raised that if other similar errors were being made it would have a significant impact on our quarterly reporting and payment of VAT funds.

The auditors were aware that during the period of May-July 2022 there were staff changes and it was felt important to check that systemic errors in the invoicing process were not being made during this period.

An earlier audit in April/May 2022 had identified errors in the accuracy of invoicing, specifically agreement between the booking form and the resulting invoice.

Summary of Audit

The audit members were provided with summary sheets from the accounting records showing line-item detail for invoices raised for the period of May-June 2022.

It was confirmed that the specific record for invoice no. 11304 showed in the summary sheet that an incorrect 'subtotal' calculation had been carried out on the invoice which resulted in the error in the VAT calculation.

A total of a further 77 invoice summaries were reviewed in the records presented and no further errors of this nature were identified.

It is concluded therefore that there had not been a series of systemic errors made during this period.

Recommendation

It was reassuring that the error in the invoice had been picked up by staff, albeit after the issue of the invoice. Previous audit observations had indicated that the procedure being used is quite complex, as a result of the different cost components offered to hirers and the various discounts available.

It is strongly recommended that while new staff are being trained and becoming experienced in the raising of the invoices, a process of checking invoices by a second staff member is put in place.

This will be reviewed by the Audit Committee in December 2022.

b) PR- none

c) IT – Cllr Rhodes offered to lead the working group and call a meeting to put together IT proposals

d) Health and Safety- there is ongoing staff training, Clerk to make a quarterly report of accidents and near misses for the committee

11. Correspondence- Trent first responders have sent a letter of complaint to the Parish Council, regarding their presence at the Village Show

Committee discussed the letter and the issue and agreed to;

Proposal to send a letter of apology to the First responders and to Pay the £350 fee as requested

Proposed Cllr Dunn Seconded Cllr McLeod Unanimous

APPROVED

The chairman to move that the press and public be excluded from the meeting during consideration of item 14 and on the grounds that they involve the likely disclosure of exempt information as defined in section 1 (2) of the Public Bodies (Admissions to meetings) Act 1960

12. Proposal to approve Minutes of the Personnel sub-committee held on 26.09.22

Proposed Cllr Dunn Seconded Cllr McLeod Unanimous

APPROVED

13. Proposal to accept the Proposals in the Minutes from the Personnel sub-committee

Items were individually noted and approved with item 1 being noted that this was not to be pensionable

Proposed Cllr Dunn Seconded Cllr Tomlinson Unanimous

APPROVED

14. Date of next Meeting Tuesday 1st November at 7pm 2022

Meeting closed at 9pm

I declare that the above is a true record of the meeting

Signed Date

Chair

Finance and General Purposes