

Minutes of the Finance Committee remote meeting held on 25th June 2021

Present: Cllr D Landymore (DL) Cllr S Morris (SM)
Cllr T Stedman (TS) Cllr R Golesworthy (RWG) Cllr J Prothero (JPR)
N Burdekin (NB)

Apologies: Cllr F Howard (FH)

FIN533. Elect new Chair

SM proposed DL as Chair, TS seconded. *Unanimously approved.*

FIN534. 2020/2021 Accounts – Review of Internal Audit

NB had circulated the Internal Auditor's report to Councillors prior to the meeting.

The income and expenditure report was considered and NB said that there were no major issues and the figures presented were as expected. Councillors didn't identify any issues of concern.

The Internal Auditor's Report was then considered and there were 4 recommendations. The summary of these being:

1. The number of categories used could be consolidated. *DL said that she and NB had consolidated the cost centres and sub codes the day before and once typed up these will be circulated to the Finance Sub Committee.*
2. That HTC uses a software package for future accounting (and acknowledged that HTC has this in place from 1st April 2021) *NB confirmed that Scribe Accounts for HTC is all set up ready for 2021/2022*
3. Rather than inputting expenditure when it is paid at a later date, the auditor recommends changing to an accrual system – *Scribe Accounts is an accrual auditing system.*
4. Payments have not been made consistently from the same bank account – *NB explained to Councillors this was because electronic banking was not available until recently, and the main account cheque book had need replacing, but not arrived due to ongoing issues with the postal system. Electronic banking is now operational and Main Account cheque books have now arrived, so this issue will not happen next audit.*

DL said that there is a backlog of invoices for 2021/2022 as they have not as yet been inputted. NB said that he had been waiting for the Internal Auditor's report before starting Scribe Accounts because the starting point is inputting carried forward Reserves and he was waiting for the Internal Auditor to confirm these. NB added that in the training session he had attended with Scribe, other Councils had said that they do not start inputting the new year's audit until they have received last year's completed Internal Audit.

Moving forwards, once NB has sent all documents to the External Auditor once approved by Full Council, NB will input all invoices and complete bank reconciliations from April 2021 up to the current date. TS suggested CW helps input the invoices and this becomes a particular responsibility for CW. DL said she could also help. **Actions:** NB, CW and DL to start work on Scribe Accounts as a priority. NB to complete this financial year's bank reconciliation to the current date for the next Finance meeting.

DL asked NB about amalgamating the Premises account and the Project account. NB said he hadn't done this yet because it will involve transferring direct debits and various accounts. As soon as all information has been sent to the External Auditor and last year's audit process has been completed, NB will action this.

The issue of TS being the only Cllr authorised to approve online payments was brought up (NB can also set up payments, but not authorise them). **Actions:** FH to be asked to sign up with Barclays to be an online authorised signature. NB to request the relevant mandate forms.

DL asked Councillors if they had any further questions. No further questions were raised. The following recommendation was then made:

FIN534. Recommendation

JPr proposed accepting the Annual Accounts for 2020/2021, SM seconded.
Unanimously approved

FIN535. Healthmatic invoice for April – June 2021

SM said that there had been major issues with the operating and cleaning of the toilets and that Healthmatic is clearly not providing the service as outlined in the Service Level Agreement. DL said that they had broken their contract and there had been verbal complaints.

RWG asked if the nature of HTC's complaint was frequency or quality of service. SM replied it was both. RWG added that by comparison with the previous cleaner, the current temporary cleaners have not demonstrated any pride in their work. RWG said it could be an opportunity for a local cleaner and a local plumber to undertake the works. NB said that the current SLA with Healthmatic expires on 31 March 2022, it is only a one-year SLA. DL suggested JPr could help compile a list of local cleaners and plumbers.

Before doing this, Councillors agreed to meet with Healthmatic and come to a resolution with them first. **Action:** NB to arrange a meeting between HTC and Healthmatic as a matter of priority.

FIN536. Time and date of next meeting – TBA by NB end of July 2021

Signed:

Date: