

Newnham Parish Council & Burial Authority

Minutes of a Parish Council Finance and Employment committee meeting held on Monday 22nd March 2021 at 7.00 p.m.

Held as a virtual meeting via Zoom

Page 5

Present:, Chair Cllr F. Bihlmeier, Cllrs N Hughes & G Moir

In attendance: The Clerk. There were no members of the public in attendance

1. **To allow Public Consultation*****
2. **To Receive apologies for Absence**
Cllr C. Kenny
3. **To Receive Declarations of Interest**
4. **Adoption of Minutes of the Parish Council Employment & Finance meeting held on 21st December 2020.**
Minutes of the meeting were duly adopted
5. **To Consider Matters Arising from Previous Meeting and not on Agenda**
None
6. **To Receive the Clerk's Report**
Verbal by agenda item.
7. **To Consider and Approve as follows.**
Quarterly Checks of payments – Reviewed and in good order
Completeness of the Income & Expense report - Reviewed and in good order
Quarterly Check that monthly financial statements presented at full council are duly signed and balances presented match the bank statements - Reviewed and in good order
BACS authorisation process and approvals adhered to - Reviewed and in good order
The formal review was conducted by Cllr Moir (non signatory) and counter signed by Cllr Bihlmeier
8. **To Consider Financial performance**
To review the spend v plan report (11 + 1)
After review, it was agreed the performance was in line with expectations with underspend in some area and increased income to expectations when the budget was set.
9. **To receive an update on the internal & External audits for 20/21.**
The Clerk advised that the internal audit was set for the 14th April, accounts and general documentation had been reviewed and considered in good order. The external audit would again be performed by PKF Littlejohn.
10. **To Confirm the next meeting date for the Employment and Finance Committee.**
As per agreed schedule 21st June 2021

There being no further business the meeting closed at 7.35 pm

Signed.....

Date.....