

The Village Council of Kings Clipstone



The Royal Heart of Ancient Sherwood

MINUTES of the Kings Clipstone Parish Council meeting held on Wednesday 31 August 2022 om The Shed, Squires Lane, Kings Clipstone

Present: Cllrs P Bromley (In the Chair), C Hunt, A Stanley

In Attendance: Lynda Ogilvie, Locum Clerk and one member of the public

Chair welcomed everyone and opened the meeting at 6.30 pm.

1. Apologies

Cllr Ford submitted apologies, which were accepted.

2. Declarations of Interests

There were no Declarations of Interests.

3. To Approve the Minutes of the last meeting

These Minutes were not available for approval at this meeting

4. Appointment of Locum Clerk

Lynda Ogilvie was appointed Locum Clerk until the Council appoints a permanent Clerk

5. Clerk's update (if any)

There was no update due to recent change of Clerk

6. Questions from Members of the Public

There were no questions from the public.

7. Planning applications, if any

There were no planning applications to be considered.

8. Finance

a) To approve payment list

Members unanimously approved the payment list, which included the fee for the Internal Auditor (£30) and reimbursement of councillor expenses (£144.66)

b) To approve bank reconciliation as at 31 March, 2022

Members unanimously approved the bank reconciliation as at 31 March 2022

c) To approve internal auditor's annual report and note any recommendations

There were no recommendations made, and members approved the Internal Auditor's Report.

d) To complete, approve and sign Annual Governance Statement 2021-22, and Accounting Statements 2021-22

The Annual Governance Statement 2021-22 and Accounting Statements 2021-22 were approved.

e) To confirm the period for the exercise of public rights

Members approved the start date of 5 September 2022.

f) To approve the Fixed Asset register as at 31 March, 2022

The Fixed Asset Register was approved.

g) To consider Insurance value of assets

The current insurance value was considered to be appropriate. This will be monitored regularly in future.

h) To confirm that all required accounting information to be sent to the External Auditors

Members approved that the Chair will send all documents after they have been signed by the former RFO.

i) To consider and approve the variance report for 2021-22

Chair went through the variance report, and members unanimously approved the variance explanations.

9. Accounting Systems

To consider and approve the purchase of Scribe Accounting package for use by the Council year commencing 1 April, 2022

Chair explained that this is a bespoke system designed for parish and town councils. It provides all information which is required by audit and also automatically gives relevant figures for VAT reclaim, bank reconciliation, etc. It is cloud based, and therefore could be accessible by members other than the RFO. It would also provide an ongoing system which would keep PC accounting records available should there be a change of Clerk in the future. Costs are from £24 per month.

Members unanimously approved moving to this system, and this will be actioned as soon as practicable.

10. Recruitment of Clerk

Chair reported that the vacancy has not been advertised yet. There is the possibility of a local candidate, and this will be explored before considering wider advertising.

11. Date of next meeting

Members agreed that the next meeting will be Thursday, 22 September 2022, 7.00 pm in The Shed, Squires Lane.

There being no further business, Chair thanked everyone for their attendance and closed the meeting at 7.30 pm

Signed as a correct record

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Chair

Date.....

DRAFT