

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE FINANCE & POLICY COMMITTEE HELD ON
13TH FEBRUARY 2023 AT 7.00P.M. IN THE SPRINGFIELD LIBRARY CM1 6GX

Present : Cllrs S Byrne-Lagruie, I Fuller, C Garrett, M Girling, Y Spence (Chairman)

Non-attendance: R Lee.

In attendance: Clerk to the Council.

26 APOLOGIES FOR ABSENCE – there were none.

27 MINUTES OF THE COMMITTEE MEETING HELD ON 7th November 2022

RESOLVED: that the minutes of the meeting be approved and signed as a correct record.

28 CO-OPTION OF NON-COMMITTEE MEMBERS – none were required.

29 DECLARATIONS OF INTEREST & DISPENSATIONS

RESOLVED: that (a) it be noted members have a blanket dispensation to discuss matters relating to the Community Governance Review;

(b) Cllrs Fuller and Spence declared an interest in minute 9 as Trustees of the Beaulieu Community Centre.

30 QUESTIONS FROM MEMBERS OF THE PUBLIC & PRESS

31 RISK ASSESSMENTS

31.1 Work Unit & Equipment – no significant risks to report

31.2 Parish Council Offices – no significant risks to report

RESOLVED: that the information is noted.

32 FINANCIAL MATTERS

32.1 **Budget Report**

Members received a budget report for the period October 2022 to Jan 2023 attached as appendix A

RESOLVED: the information is noted.

32.2 **Balances @ Bank**

Current @ 31 st December 2022	50,000
Savings @ 31 st Dec 2022	202,422
CCLA @ 31 st Dec 2022	315,813

RESOLVED: the information is noted.

32.3 **Internal Scope of Work and Effectiveness**

Members received and reviewed the Council's audit documents and

RESOLVED: that (a) the Scope of Internal Audit Work be received and accepted;

(b) the Effectiveness of Internal Audit Plan be received an accepted.

33 COMMUNITY GOVERNANCE REVIEW – ACCOUNTS

PREPARATION FOR SEPARATION OF PARISH

Members considered the way forward with accounting processes and the software needs upon creation of the new Village Council of Chelmer and Springfield Parish from 1st April 2023, onwards. Explanation was given of the various options and the fact that there are two financial packages designed specifically for parish councils.

After the 1st April 2023, there will be a need to separate financial transactions between Springfield Parish Council and The Village Council of Chelmer. The separation will be essential to enable correct budget monitoring and to produce end of year accounts that comply with legislation for submission to external auditors and completion of AGAR form.

Members were reminded the Council has a server where documents and accounts are stored. A slow transition of all documents onto a cloud-based system is currently being carried out. The current Sage accounting does not store 100% of transactions online, some invoice elements are not cloud based.

RESOLVED: that (a) Springfield Parish purchase the advantEDGE IT accounting package at an approximate cost of £1673.10 +VAT.

(b) the division of councils accounting systems are carried out during the 2023/ 24 financial year

(c) Sage Payroll will continue to be used to process salaries until the accounting system is in full use this may then be outsourced later;

(d) the Village Council of Chelmer is alerted to discuss their needs to become financially independent

34 BEAULIEU COMMUNITY TRUST

Members received a request from The Beaulieu Community Trust for the transfer of £15,000 to support their running costs.

RESOLVED: that £15,000 be transferred to Beaulieu Community Trust from the earmark reserve set aside for this this purpose.

35 GRANTS (gpc)

Members were reminded that there was £500 in the grants budget.

RESOLVED: that (a) £500 be granted to the Essex & Herts Air Ambulance charity.

(b) the grant application from Springfield Parish Afternoon Club for a new bowls mat, in the sum of £760, be funded through CIL tax

(c) a late application received from Support 4 Sight is provided with one of the Council's grant application forms for completion.

At the conclusion of the meeting the Chairman thanked the Clerk to the Council, on behalf of the committee, for the contribution and work carried out by her. This is the last meeting of the committee prior to the Governance Review taking place and the separation of the parish.

Meeting closed at 7.25 p.m.

Chairman Cllr Y. Spence

Signed

Date.....