

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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MINUTES OF THE BARROWBY PARISH COUNCIL FINANCE COMMITTEE MEETING HELD ON THURSDAY 28th JANUARY 2021 VIA ZOOM.

MEETING OPENED: 7.00pm

1. WELCOME REMARKS BY THE CHAIRMAN (20/016)

- 1.1 The Chairman, Councillor Lees, welcomed members to the meeting and thanked them for their attendance. Those in attendance: Councillors Cupit, Eaton, Inglis, Lees, Whittington and Mrs Moss, the Clerk & RFO.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (20/017)

- 2.1 No absences.

3. TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (20/018)

- 3.1 None.

4. APPROVAL OF MINUTES (20/019)

- 4.1 Following a proposal by Councillor Cupit, seconded by Councillor Eaton, members resolved to approve the minutes of the previous meeting held on 18th November 2020. The minutes were later signed by the chairman of the meeting.

5. AUDIT ARRANGEMENTS (20/020)

- 5.1 Following a proposal by Councillor Cupit, seconded by Councillor Inglis, members agreed the appointment of Terry Brown as Internal Auditor for 2021/22.

6. NEW ACCOUNTING PACKAGE (20/021)

- 6.1 Members heard a report on the Scribe Software Accounts package to replace the existing Finance Excel spreadsheet from 1st April 2021. It was agreed to recommend the purchase of the accounts package at the next Parish Council meeting.

Action: Clerk to add purchase of Scribe Accounts software package to next Parish Council Agenda.

7. ARTICLE FOR BARROWBY NEWSLETTER (20/022)

- 7.1 Members considered the draft wording of the article on the 2021/22 Precept and recommended the final draft to be presented to the Parish Council for approval before being published in the Barrowby Newsletter and Grantham Journal.

Action: Clerk to email article to Parish Councillors for approval as deadline is tight for getting into Grantham Journal.

8. CHANGE TO AUTHORISING INVOICES (20/023)

- 8.1 The Clerk reported her discussion with the Internal Auditor on the double signing of all invoices. It was proposed by Councillor Lees and seconded by Councillor Eaton and all agreed that this is a form of over control and is not necessary and this practice should cease with immediate effect.

Action: The Clerk to inform the Parish Council of this change of practice at the next meeting.

9. DATE OF NEXT MEETING (20/024)

- 9.1 29th April 2021 at 7pm.

The Chairman closed the meeting at 7.45pm