

SISTON

PARISH COUNCIL

Minutes of the proceedings of the Siston Parish Council Finance Committee Meeting held at 12 Mitchell Walk, Warmley, Bristol, BS30 5XY, on Wednesday 13th April 2022 commencing at 7pm

Present – Parish Councillors Nathan Reed (Finance Committee Chair), Andrew Stacey (Chair), Mandy Dixon and Ros Mahoney.

1. Apologies for Absence N/A

2. Declarations of Interests under the Code of Conduct adopted 19th July, 2019 - None

3. Access to HSBC Bank

Online banking was withdrawn by HSBC in February 2022, as the Primary User on the Account was out of date. HSBC then on two occasions failed to provide the correct forms, which has delayed the process of reactivating the online banking facility. They have given £100 compensation for the inconvenience, which will be placed into one of the Siston Parish Council bank accounts.

Current access to the bank is via branch service only.

An access code has been received to activate online banking, however other information is sent by post and this is due to be received around 15th April 2022.

A request to change the address on the banking records has also been submitted. It should be noted that until the bank access is restored and the address showing is the current address of the Parish Council, the VAT reclaim cannot be processed.

Payments approved up to 17th March 2022 Full Council Meeting have been paid in Branch.

4. Banking Mandate

The banking mandate has been updated to include the new Clerk. Receipt of this has been confirmed by the bank.

Cllr Dixon and Cllr Mahoney are to be added as signatories to the mandate also and duly provided signatures on a mandate form at the close of the meeting. Councillors Andrew Stacey (Chair), Alan Bryant, (Antony) Jon Gadsden, James Hackett and Nathan Reed (Chair of the Finance Committee) have previously provided signatures.

The Financial Regulations will be amended to state that any three of the signatories on the mandate can sign and that will include the Clerk.

5. HMRC Records 21/22

The Clerk advised that she had to contact the HMRC to ensure that the 21/22 records on PAYE Basic Tools were corrected, as an error was noted, when looking to start the 22/23 records.

On PAYE Basic Tools, historical records are now saved under DO NOT USE and there is a new corrected record called Siston Parish Council.

We may receive correspondence from the HMRC as the submission of the records were late. It was noted that we had grounds to challenge any fine.

All payments to HMRC were paid in a timely manner during 21/22.

Also noted, is that the address on the HMRC records was out of date, which has also been corrected on PAYE Basic Tools.

6. Cash Payments

An invoice has been received, where payment has been requested in cash.
The committee agreed that no payments can be made as cash to ensure that it meets its obligations to protect against Fraud and ensure any payments can be tracked end to end.
Clerk to offer to pay by bank transfer instead.

Resolved – All Agreed

7. June Event

Siston Parish Council is Non-Registered for VAT as it does not operate business activity.
The Clerk agreed to clarify if the Council should register for VAT for the proceeds of selling advertisement space in a booklet for the June Event and whether this impacted if the proceeds are going to Charity.
Clerk also to check which Charities we can donate to.
General Power of Competence is no longer held as the outgoing and current Clerk were both not qualified and there were/are insufficient elected Councillors.

8. Financial Regulations

Chair of the Finance Committee - Cllr Reed had checked and approved the Financial Regulations for 2022, once the amendment has been made regarding the mandate (See 4. Above).
Clerk to amend and circulate to all Councillors and update the website.

9. Year End

The end of year figures had been circulated before the meeting.
The Clerk had a draft copy of section 2 of the accounting summary (AGAR) and confirmed figures all match the receipts and payments records. This was verified by Cllr Reed.
The internal audit is booked on the 26th May 2022.

Date of next meeting: TBC

Meeting closed at – 19.38

Confirmed and signed

Chairman..... Date

Sara Thomas

Clerk for Siston Parish Council

Email:- sistonpc@gmail.com

Tel:- 07946 858048