



Three Saints South Elmham Parish Council

All Saints & St. Nicholas, St. Michael and St. Peter South Elmham

PARISH COUNCIL **FINANCE** MEETING

Rumburgh Village Hall

Wednesday 22nd May 2024 at 7.30 pm

Councillors Present: John Flatt (Chair), Heather Hughes-Jones (Vice Chair), Winky Evans and Paul Watkin

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present:

PUBLIC FORUM

- A. Public Forum – for Members of the Public**
None present

MINUTES

- 1. To Approve Apologies for Absence**
[Apologies were Received and Approved from Cllr Patrick and Cllr Pooley.](#)
- 2. To record Declarations of Interests and to consider Requests for Dispensation**
None
- 3. Finance**
 - a) To Approve the End of Year Accounts 2023/24**
[Councillors Approved unanimously the End of Year Balance Sheet 2023/24 \(attached\).](#)
 - b) To Approve the Internal Auditor's Report for 2023/24 (full report on TSPC's website)**
Overall Councillors Agreed it was a very good Internal Audit and thanked the Clerk.
[Councillors Considered and Approved the Internal Auditor's Report for 2023/24 and commented on the recommendations:](#)
Summary of Recommendations/Comments
 - 1. Section 2 – Financial Regulation and Standing Orders**
The Regulations have been tailored to the parish council but could be edited further to remove any items within the financial regulations that are not covered or agreed.
 - Cllrs Agreed the Financial Regulation and Standing Orders were satisfactory.
 - 2. Section 3 – Payment controls**
VAT identified in the cash book and the claim for the period under review in the sum of £159.23 dated 31/03/24 reflects the year-end position and shows as not submitted for claim yet.
 - The Clerk informed the VAT could not be claimed until after 31/03/2024 and it had been claimed and received on 10/04/2024.
 - 3. Section 4 – Risk management**
At the meeting of 13th March 2024, the council reviewed and approved the following Policies and Statutory Documents. All of which are available on the parish council website.
 - The Clerk advised two policies had been missed off Internal Auditors list:
 - l) Strimmer Policy

Signed: _____ Chair

Date: _____

m) Subject Access Request and Procedure Policy

4. Section 8 – Payroll controls

Have pension re-declaration duties been carried out? Reported by the Clerk that the re-declaration was completed on 6th September 2023, however this has not been recorded within the minutes.

- The Clerk agreed to minute the pension re-declarations in the future.

c) To Approve the Annual Audit Return Sections 1 & 2

Councillors Resolved unanimously the Annual Audit Return Sections 1 & 2 and the Chair and RFO signed the documents.

d) To Consider a Certificate of Exemption from a Limited Assurance Review

Councillors Agreed unanimously to certify themselves as Exempt from a Limited Assurance Review and the Chair and RFO signed the Certificate of Exemption.

e) To Appoint the Internal Auditor for 2024-25

Councillors Resolved unanimously to appoint a NALC or an independent Internal Auditor for 2024-25, as they were not happy with the lateness of this year's SALC audit.

4. To Receive items for the next Agenda

None

5. To Confirm the Next Meeting Dates:

- Wednesday 10th July 2024 at 7.30 pm
- Wednesday 11th September 2024 at 7.30 pm
- Wednesday 13th November 2024 at 7.30 pm

The meeting ended at 7.45 pm

Signed _____

Date _____

Three Saints South Elmham Parish Council		
Year End 31st March 2024		
	Receipts	
2022/23		2023/24
£	Receipts	£
3300.00	Precept	3,300.00
0.00	East Suffolk Council Grants	735.00
17.80	VAT Reclaim	115.96
64.00	Jubilee/Coronation Mugs Sales	64.00
291.70	CIL Money	-
11.58	Business Saver Interest	79.66
3,685.08		4,294.62
	Expenditure	
1960.79	Clerk's Salary	2,106.00
90.00	Clerk's Office Costs	120.00
13.02	Clerk's Expenses	42.74
72.00	Hall Hire	57.00
35.00	ICO - Data Protection Registration	35.00
254.72	Insurance	254.72
120.00	Internal Audit Fee	115.00
204.99	S137 Grants	266.76
187.90	Subscriptions	186.41
0.00	Training	60.00
100.00	Maintenance	43.33
0.00	Miscellaneous	20.00
50.00	Website	50.00
115.96	VAT to reclaim	159.23
291.76	CIL Money	-
170.71	Vistaprint Jubilee Mugs	249.50
334.00	Noticeboard St Peters	-
0.00	ESC - Uncontested Election Fee	67.32
0.00	All Saints Bridge Handrail	340.00
0.00	Footpath Map	395.00
4,000.85		4,568.01
-315.77	Surplus income over expenditure	- 273.39
6955.26	Balance b/f	6,639.49
6,639.49	Balance c/f	6,366.10
	Balance Sheet	
	Cash at Bank	£
1442.13	Current Account	830.38
5314.36	Business Saving Account	5,535.72
0.00	Uncleared receipts	-
117.00	Uncleared cheques	-
6,639.49		6,366.10
1625.04	General Reserves	1,687.83
5014.45	Earmarked Reserves	4,678.27
6,639.49		6,366.10
The above statement represents fairly the financial position of the Authority as at 31st March 2024 and reflects its Receipts and Expenditure during the year.		
Signed		
	John Flatt - Chair	
Signed		
	Sally Chapman - Responsible Financial Officer	

Signed _____

Date _____