East Leake Parish Council

Minutes of a virtual meeting of the Management Committee held on-line On Tuesday 14th July 2020

Meeting opened at 733pm

In attendance: Cllrs Kevin Shaw, Chair; Conrad Oatey, Vice-chair; Len Simmons, Mel Roper, Donna Griggs, Liz Taylor, Lindsey Maggs, Lynn Forsyth

The Clerk, Neil Lambert, and Deputy Sue Lewis, and 1 member of the public were also present online

20/Man/09 **Apologies for absence** – none, all present

20/Man/10 **Declaration of interest in items on the agenda** – none

20/Man/11 **Chairman's announcements** – none

20/Man/12 **To report any matters arising from Minutes of Meeting held 9th June 2020** – for information only – none

20/Man/13 **Q1 Financial Monitoring report** – circulated in advance

The Account Code report produced by the accounts' software showed most income and expenditure about 25%, in line with the first quarter of the financial year and was approved by the Committee.

The reconciliations for all 4 accounts were also as required and noted

20/Man/14 **Financial matters – verbal updates**

- AGAR and external audit
  The period of Public Right to examine the accounts ended on 10th July and no enquiries were received. Two queries from the auditor had been easily answered and further examination may follow

- Change of bank
  All details of the new Unity Bank accounts have been received and signatories now need training to make transactions, so that we can be confident in closing the HSBC accounts

- Internal auditor recruitment
  Despite contacting various people only one firm Expression of Interest had been received. The person is experienced but costs much more that our previous internal auditor, £550 compared to under £300
  It was proposed by Cllr Oatey, seconded by Cllr Simmons and agreed to make a one-year appointment, to allow for a review of their suitability

20/Man/15 **To report correspondence received since the last meeting** – for information only – none

20/Man/16 **Questions to Chairman (in accordance with Standing Order 1u)** – none

Meeting closed at 746pm