

LAUNTON PARISH COUNCIL

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Finance Report for Parish Council meeting on 2 April 2020

Agenda Item:

7. Finance

a. To receive the Finance Report including year end budget monitoring

As at 16 March, the Accounts stood at:

Co-op Current Account	£24,383.65
Co-op Deposit Account	£22,323.95

There were two outstanding cheques totalling £357.88

The Standing Order of £504.90 to pay the Clerk's February salary cleared on 2 March.

The Standing Order of £110 to Launton Lines cleared on 4 March.

No income had been received

b. To acknowledge scrutiny and acceptance of the previously circulated bank statement

c. Internal Financial Control – to receive a report from the Councillor responsible for Internal Financial Control

Councillor Fox made an inspection on 17 March and will make a verbal report.

d. Regular payments – to consider and approve the list including Standing Orders and Direct Debits

Launton Lines: monthly - £110 by Standing Order

Parish Hall: quarterly - £42: April, July, October, January by Standing Order

Dog bin emptying: twice yearly - March / April and September / October by invoice and cheque

Information Commissioner: annual - £35 by direct debit in December

External Auditor: annual - £200 – if necessary, by cheque

Subscriptions: annual by cheque

Society of Local Council Clerks

Oxfordshire Association of Local Councils

Community First Oxfordshire

Open Spaces Society

CPRE

e. Staff Salary

i. To agree continuing payment of the Clerk's salary by Standing order

ii. To confirm the Clerk's spine point increase from 12 to 13 at the 2019/20 level from 1 April and agree to the cost of living increase when finalised by NALC

f. Zoom Subscription – to agree to a monthly Zoom subscription to enable virtual meetings

g. Budget – to confirm the 2020/21 budget following the year end

- h. Reserves** – to consider the Policy and confirm the reserves for 2020/21
The Reserves policy has been published
- i. Asset Register** – to update and confirm the Asset Register
The Asset Register has been published
- j. Internal Financial Controls** – to review effectiveness
The draft Internal Financial Control Policy has been published
- k. Internal Audit** – to receive the report from the Internal Auditor
- l. External Audit** – to consider whether to claim exemption due to being under the £25,000 threshold or to have an External Audit Limited Assurance Review
- m. Grant applications** – to consider any grant applications received
 - i. Launton Congregational Church** – for assistance with churchyard mowing £210.00
- n. Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

All to be paid via Bank Transfer or Debit Card

Payment method	Payee and reason	Budget	Minute Ref	Amount
Bank Transfer	St Mary's PCC for Grass Cutting Grant	General Grants	9/1/20 7. e.	£1,260.00
Bank Transfer	Launton Congregational Church for Grass Cutting Grant	General Grants		£210.00
Bank Transfer	Friends of Island Pond Wood for Grass Cutting Grant	General Grants	5/3/20 7. d. iii.	£384.00
Debit Card	Society of Local Council Clerks for proportion of Clerk's membership subscription (shared with Caversfield and Wendlebury)	Subscriptions	4/4/19 7. d.	£96.60
Bank Transfer	Cherwell District Council for winter dog bin emptying (Invoice no: 7013404)	Dog bin emptying	4/4/19 7. d.	£604.03
	WI for donation for refreshments for Litter Pick - postponed			

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Amount
24/3/20	Zoom for virtual meeting	IT Costs	Emergency measures	£14.39