

Baddesley Clinton Parish Council – Extra Ordinary Finance Meeting

held ‘Oaklands’ Haywood Lane, Baddesley Clinton

Wednesday, 23 June 2021 at 7.00pm

A G E N D A

1. **Apologises/Welcome – Michael Morris**
2. **Internal Audit for 2020/21 signed off**
3. **Statement of Assurance and Statutory Controls updated**
4. **HSBC Safeguarding controls**
5. **Microsoft Office 365 Business Package subscription**
6. **Parish Council Website**
7. **Finance**
Clerk’s salary and HMRC payment, stationery expenses, C Jacobs – footpath clearance
8. **Date of next Parish Meeting**

Minutes of Baddesley Clinton Parish Council – Extra Ordinary Finance Meeting

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Wednesday, 23 June 2021 at 7.00pm

1. **Present:** Cllr Laurence Mathers, Cllr David Bradnock and Cllr Richard Roberts.

Councillors welcomed Michael Morris, who agreed to be Co-opted as a Parish Councillor.

2. **Internal Audit for 2020/21** discussed and Councillors agreed the Internal Auditor's report and the Return is now to be emailed to the External Auditors.
3. **Statement of Assurance and Statutory Controls** – The Internal Auditor noted that the current documents were dated 2014, and the Clerk advised she had now updated the financial controls. Councillors agreed they were still appropriate controls for the Parish Council.
4. **HSBC Safeguarding controls** - The Chairman explained HSBC had introduced an additional level of security which necessitated all Parish Councillors, and the Parish Clerk, need to supply the bank with signed and authenticated identity documents. Documentation is to be received by 12 August 2021 otherwise at risk of account being closed.
5. **Microsoft Office 365 Business Package subscription.** The Clerk explained the need to now subscribe to Microsoft Office 365 Business Package, as her access to free subscription had ceased. The Clerk had contacted Warwickshire Association of Local Councils (WALC) to ascertain whether any discounts were available through their association. Additionally, Cllr Richard Roberts stated he would enquire with WDC to establish if access may be available through their network.

6. **Parish Council Website.** The Chairman mentioned issues with outsourcing the updating the website and Councillors discussed the prospect of simplifying the process. The matter will be discussed in further detail at the next Parish Council Meeting.
7. **Finance**
Clerk's salary £333.05, HMRC £83.20 tax, £46.76 stationery and £50 paid to C Jacobs for clearance of footpath.
8. **Date of next Parish Meeting** - date agreed after the potential lifting of all Covid restrictions, Thursday, 29 July 2021 at 7.30pm. The Clerk will contact NT to arrange the former venue, The Barn Restaurant at Baddesley Clinton Hall, as parish councils' face-to-face meetings are now expected to resume.

Meeting closed: 7.45pm