

Minutes of the meeting of Ackworth Parish Council's Finance and General Purposes Committee at the Parish Council Community Centre, Bell Lane, Ackworth, on Monday 27 September 2021, commencing at 8pm

Present: Cllr S Balfour in the Chair

Cllrs J Bell, M Galvin, T Hames, G Marshall and M Roberts

1. Apologies

1.1. None to receive

2. Declaration of Interests and Dispensations

2.1. To receive declarations of interest from Councillors on items on the agenda

2.2. To receive written requests for dispensations for disclosable pecuniary interest (if any)

2.3. To grant any requests for dispensation as appropriate

None to receive

3. To receive and note the minutes of the meeting held on 28 June 2021

3.1. The minutes were received and noted

4. Matters Arising

4.1. The Clerk reported on the following Matters Arising

- Low Ackworth Lease – a response had been sent to Wakefield Council and we are awaiting a reply.
- Additional Sink in Brackenhill Centre – it was reported that there is still no progress in obtaining a quote from a plumber. Staff will continue with this.

5. To receive a report from the Clerk regarding the Internal Audit carried out by Cllr Hames

5.1. The report was previously circulated to all Councillors. It was agreed to recommend to the Parish Council that the report is received.

The matter was raised about whether "Internal Audit" is the correct term for this process.

Cllr G Marshall left the meeting

A discussion took place about whether "Internal Audit" was the correct term for this process

It was agreed to look at the term the Internal Auditor had used for this process and change the name accordingly.

Cllr S Balfour expressed her thanks to Cllr T Hames for the work he did.

6. To discuss and decide if an interim audit should be carried out for the year 2021/2021

6.1. The Clerk reported this should read 2021\2022. In previous years an interim audit has been carried out however due to the change in internal auditor mid-way through the year 2020/21 this did not happen.

It was agreed to recommend to the Parish Council that the interim audit is carried out for year 2021/2022

7. To receive an information sheet on “What is a Fixed Asset Register”

7.1. It was agreed to recommend to the Parish Council that this document is received and attached as addendum to the minutes and the asset register.

8. To discuss and recommend to the Parish Council a course of action when bookings are cancelled at short notice due to Covid-19

8.1. A discussion took place, due to the circumstances it was agreed to recommend to the Parish Council not to charge for short notice cancellations. It was further agreed to recommend that this would be reviewed in 2022

PUBLIC BODIES (ADMISSION TO MEETING ACT 1960) THAT THE PRESS AND THE PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT THE PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

9. To confirm the recommendations within the minutes of the Personnel Sub Committee held on 4 February 2021

9.1. It was agreed to recommend to the Parish Council that the recommendations within the minutes are accepted.