

New Earswick Parish Council Finance Committee Minutes 10 July 2025 15.00 hours
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Attending Councillors:	Carol Runciman (Chair)	CR
	Sue Glenton	SG
	Roy Love	RL
	Audrey Steel	AS
	Peter Vaughan	PV

Apologies:	Christine Durrant	CD
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Clerk/Minute Taker:	Sally Bruckshaw	SB
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FC25.07.01 **Appointment of Chair Person for the Finance Committee 2025-26**

Cllr Carol Runciman was elected as Chair person for the Finance Committee for the 2025-26 year.

FC25.07.02 **Notices of the meeting**

The notices of the meeting had been posted on the Parish notice board and web site.

FC25.07.03 **To receive and note apologies from Members who were unable to attend the meeting**

As above.

FC25.07.04 **To consider and accept the reasons for absence provided**

The reason for absence was accepted.

FC25.07.05 **To receive declarations of interest on any items on the agenda**

None.

FC25.07.06 **To approve the minutes of the meeting held on 13 March, 2025**

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The minutes of the meeting held on 13 March, 2025 were approved as a correct record and signed by the Chair (previously circulated to full Council on 17.3.25).

FC25.07.07 **To confirm the Terms of Reference for the Finance Committee**

That one amendment to the Terms of Reference be made:- B1 -The Finance Committee be composed of a Chairman and at least three other Parish Councillors (or substitutes if required).

FC25.07.08 **To decide how to advise the full Council regarding any grant applications that have been received**

No new applications had been received. One six monthly update was outstanding and this information had been requested from the organisation.

FC25.07.09 **To add an amendment to the Grant Application Form**

It was agreed that an additional item to confirm the name of the organisation's bank account name, should be added to the form.

FC25.07.10 **To examine the Internal Auditor's report (30 April, 2025) and recommend to full Council any actions considered necessary**

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SB confirmed that the Annual Governance and Accountability Return 2024-25 (AGAR) and the supporting information required had been forwarded to the external auditor on the 2.6.25 (no acknowledgement to date).

RL had attended the internal audit on 30.4.25. SB to query with YLCA their opinion on the role of Members at the audit.

The auditor had requested pre-audit information in January which had also formed the basis of the audit. SB had subsequently notified the auditor, that changes to the layout of the web site made it clearer to find policy documents that had been noted as outstanding.

The internal audit report had been circulated to all Members previously. The Finance Committee considered the report in further detail to advise full Council:-

Section A – A negative response had been issued. An incomplete entry had been included in the cash book, but the amount added to the overall totals. The auditor highlighted preferences to the layout of the accounts and these had been included for the new financial year. A spread sheet for petty cash was now in place in addition to the written receipts information. The use of a specialist spread sheet was considered for the accounts, but this had cost implications. Members to recommend that this was not purchased at this stage.

No further negative responses had been made on the internal audit section of the AGAR. Observations queried as follows:-

Section D – A draft budget was issued to all Members of the Council. This was considered in detail by the Finance Committee, who then made recommendations to full Council at the January meeting each year. This was documented in minutes.

Section F – The auditor raised specifics relating to the reclaim of VAT on till receipts. SB had been following advice supplied by YLCA. This had been queried again and the original information was confirmed. YLCA had sought additional advice themselves and issued guidance on how to proceed. Members considered that the

work involved to reclaim the small amounts for earlier years could not be supported. SB to include the new recommendations in the next VAT claim (previous financial year approximately £30.00 - new financial year to date amounted to £4.37). It was noted that the internal audit quotation had not included VAT when accepted. _

The internal auditor had provided a new check list sheet for consideration. This could be used to document in more detail the regular checks undertaken by Members (to be noted in the Council's Financial Regulations).

FC25.07.11 **To confirm the audit arrangements for the 2025-26 financial year**

To recommend the appointment of Elkerlodge Services Limited for the next internal audit.

FC25.07.12 **Items for future meetings**

The adoption of gov.uk email addresses.

Purchase of replacement office equipment (main computer August 2014, printer October 2016 and laptop May 2017 – required due to implementation of Windows 11 software).

Bank/savings accounts review.

FC25.07.13 **To agree the date and time of the next meeting**

The next meeting to take place on Thursday, 2 October at 15.30 hours. Venue to be confirmed.

The meeting closed at 16.10 hours.

Signed _____ Chair 2 October, 2025