



Marbury and District Parish Council
7.00pm Monday 1st June 2020 via Zoom
Finance Meeting

Cllr R Perry (chair), Cllr C Wheeler, Cllr J Makin, Cllr M Turnbull, Cllr J David, J Matkin and Cllr F Wilson

1. Apologies. Apologies received from Cllr Briggs. Cllr Chapman, Cllr Shakeshaft and Cllr Gibbins.

2. Minutes of the Previous Meeting

The Committee **AGREED** that the Minutes of the Meeting held on 9 March 2020 be signed as a correct record.

3. Financial affairs

a) Review and approve financial transactions

The below transactions were approved by the Councillors via email between meetings

Supplier/Company	Total	VAT
CCDT (Payroll-annual payment)	£72.00	£12.00
BHIB (Insurance)	£308.16	0

The below transactions were approved at this meeting

Supplier/Company	Total	VAT
Chalc (Annual subscription)	£176.04	0
Lisa Tiplady (stamps)	£11.90	0

The Community Heartbeat Trust	£324	£54.00
Lisa Tiplady (Miscellaneous)	£30.62	
LisaTiplady (Office expenses Sept-Feb)	£60	

It was also proposed by Cllr Wilson and seconded by Cllr David to accept the above transactions and pay the wages at the normal rate when the pay slip arrives at the end of June.

b) VAT return. The VAT claim has been processed for 2019/2020 for £95.08.

c) Internal Audit. The internal auditor raised the following issues.

- Cheque 48 for Lisa Tiplady was £3 more than it should have been. This will be corrected in the next pay.
- The office costs were queried. After discussion the auditor did not require receipts i.e broadband, phone etc.
- Cheque stubs from March had not been filled in.

The Internal auditor had filled in the necessary paperwork.

d) Approve Section 1 of the Annual Return

The Councillors approved the Annual Return for Section 1.

e) Approve Section 2 of the Annual Return

The Councillors approved the Annual Return for Section 2

The Clerk confirmed that the Parish Council would be exempt from a limited assurance review due to income and expenditure levels. The Clerk will arrange for the exemption certificate to be signed by the Chair.

Meeting closed 19.20