



## MINUTES OF THE FINANCE COMMITTEE HELD ON MONDAY 12 JUNE 2023

### Those present :

Chair : Cllr S Clough  
Vice-Chair : Cllr C M Fletcher  
Councillors : Cllr T Lacey, Cllr C Lacey, Cllr W Tinley  
Officers : Mrs G Blank

### FIN93 Chair's Announcements

The Chair welcomed everyone to the meeting.

### FIN94 Apologies for Absence

No apologies were received.

### FIN95 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received

### FIN96 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

Cllr Windle was in attendance and commented on the Westthorpe development planning application.

### FIN97 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

It was agreed that there were no items on the agenda requiring the exclusion of the press and public.

### FIN98 Minutes from the previous meeting

a) To approve the draft minutes of the Finance Committee meeting held on 17th April 2023.

**RESOLVED: That the minutes of the meeting held on the 17th April 2023 are a true and accurate record.**

b) To receive an update on an ongoing issue not covered as an agenda item.

FIN87 - Church Clock maintenance agreement - The Clerk reported that the Deputy Clerk has submitted the grant funding application for the restoration and is waiting the outcome. The Clerk will add the maintenance agreement to the next agenda for the committees consideration.

**FIN99 Appointment of the Vice Chair**

- To consider and approve the appointment of the Vice Chair to the Committee.

Cllr Tony Lacey nominated Cllr Fletcher and Cllr Carol Lacey seconded the nomination. All Councillors were in favour.

**RESOLVED: Cllr M Fletcher is appointed as Vice Chair of the Finance Committee.**

**FIN100 Internal Audit**

a) To receive the Internal Auditors report and consider how any issues raised may be resolved.

The Clerk had circulated the detailed Auditors report to Councillors prior to the meeting.

Overall the auditor was satisfied that a good standard of record keeping has been maintained which simplified the audit process.

The auditor highlighted a few areas for slight improvement during 2023/24 which she was happy the Council will be able to achieve.

1. More work required on updating policies.
2. Ensure 5 years worth of Annual returns are on the Parish Website.
3. Review business continuity insurance levels.
4. Asset register to be allocated insurance figures.
5. Additional bank accounts required to safeguard Council monies.

With the exception of point 2 the Clerk had already identifies these areas to target now that the Finance processes are up to date.

b) To make recommendations to Full Council.

**RESOLVED: That the Finance Committee recommend that the Auditors report be accepted and the Clerk instructed to take corrective action.**

c) To consider and approve the appointment of the internal auditor for the 23/24 accounts.

The Clerk asked the Committee to consider recommending the appointment of Faye Hazlehurst as the internal auditor for 23/24 due to the thorough report the Council had received.

**RESOLVED: That the Finance Committee recommends that Full Council approves the appointment of Faye Hazlehurst as the internal auditor for 23/24.**

**FIN101 Year End**

a) To consider the responses to the Annual Governance Statement and recommend them to Full Council for approval.

The Clerk explained the external audit process to Councillors new to the Finance Committee.

The Clerk read through the statements of the Annual Governance Statement and the Committee agreed to each appropriate response.

**RESOLVED: That the Annual Governance statement responses agreed by the Finance Committee**

**are recommended to Full Council for approval.**

b) To receive the figures in the Annual Accounts Statement for 22/23 and recommend to Full Council their approval.

The Clerk informed Councillors that the internal auditor had checked and agreed with the figures completed in the Annual Accounts Statement for 22/23. The Clerk advised Committee members that she was happy to go through the figures in more detail on a one to one basis if anyone wished to do so.

**RESOLVED: That the Finance Committee recommends to Full Council that the figures in the Annual Accounts Statement for 22/23 are approved.**

## **FIN102**

### **Finances**

#### 10.1 Bank Reconciliation

- To receive and check the bank reconciliation for April 2023
- To receive and check the bank reconciliation for May 2023

The Clerk explained to new Committee members how the bank reconciliation worked and what checks are required on their behalf.

Figures on the bank statements for each month were checked against the bank reconciliation spreadsheet and the receipts and payments figures in the spreadsheet were also checked against the lists supplied separately.

**RESOLVED: That the bank reconciliation checks are completed for April and May 2023.**

#### 10.2 Receipts and Payments

- To receive and check the receipts and payments for April 2023
- To receive and check the receipts and payments for May 2023

Councillors were asked to check the lists of receipts and payments and ask any questions they may have. The Clerk informed the Committee members that at any point anyone could ask the Clerk to see the invoices on the list as a check.

**RESOLVED: That the receipts and payments for April and May 2023 are checked.**

#### 10.3 Direct Debits

- To receive and approve the list of direct debits

The Clerk showed Councillors a report from the banking system that showed all current direct debits and explained what each one was for.

**RESOLVED: That the list of direct debits is approved for 2023/24.**

## **FIN103**

### **Bank Accounts**

a) To review the current bank mandate and approve the details are still correct.

The Clerk informed Councillors that the current mandate is that herself and the Deputy Clerk are set up as administrators and 4 Councillors as authorisers. Of the 4 Councillors 2 are require to approve online payments or sign cheques.

**RESOLVED: That the current mandate and levels of authorisation meet the needs of the Parish Council.**

b) To resolve to remove the former Councillors from the mandate.

The Clerk informed the Committee that due to their departure from the Council 2 of the existing signatories need removing from the account.

**RESOLVED: That the former Councillors are removed from the mandate.**

c) To consider and approve adding additional bank signatories to the mandate.

**RESOLVED: That Cllrs Clough, Fletcher, C Lacey and Tinley are approved as the bank signatories.**

**FIN104 Items for discussion for a future agenda**

- To receive any agenda items for a future meeting.

Church Clock Maintenance Agreement

Review of reserves

Policy - Online banking and invoice payments

Additional banking / investment opportunities

**FIN105 Date of the Next Council Meeting**

a) to consider the appropriate time for future Finance Committee meetings.

Due to the working commitment of current committee members it was agreed to keep the meeting start times at 7pm and that this maybe reviewed at any time.

b) 18th September 2023

The Clerk informed the Committee that she would be on annual leave the 2 weeks prior to the next meeting so information for them to check would be limited. She asked them to consider moving the date of the meeting so that the meeting can be more productive. Councillors agreed that the Clerk should circulate alternative dates for Councillors to consider.