

**MINUTES – FINANCE AND GENERAL PURPOSE COMMITTEE MEETING  
WEDNESDAY 20<sup>TH</sup> SEPTEMBER, 2023, COMMENCING 5.00 P.M. CLAYS LANE SPORTS  
PAVILION**

**Public participation** - A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

Present: Cllrs P Ackroyd, R Faulkner and A Riley

In attendance: Mrs K Lear (clerk)

1/20-9-2023 Apologies for absence

No apologies, everyone present

2/20-9-23 Declaration of interest and dispensations

None submitted

3/20-9-2023 Election of Chairman

It was resolved that Cllr R Faulkner be elected as Chairman.

4/20-9-2023 Financial regulations

Clerk distributed copies of financial regulations and confirmed that the regulations had been created by Nalc and legal bodies like the standing orders. It was not a document created by the clerk.

Members made the following resolutions:

It was resolved that in relation to quotations, 3 quotations will be required for expenditure over £1K.

It was resolved that the Proper officer will have the discretion for not having 3 quotations for expenditure under £1K.

The clerk was asked to forward to members the risk management plan and clerk to investigate other risk assessment procedures adopted by similar councils.

5/20-9-2023 Annual Governance Statement

The clerk discussed the above statement with members and the importance of checking internal payments and receipts and also the bank reconciliations.

Managing the internal payments, receipts

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

The following resolutions were made:-

It was resolved that the clerk forwards to committee a copy of the AGAR in particular the Governance Statement.

It was resolved that the clerk forwards the governance template from the internal auditor for members.

The clerk discussed the possible terms of reference for this committee as she had only had experience of Finance Committees.

From the research she had carried out, this committee would keep under review the strategic perspective which would include perhaps key policy introductions, introduction of new services, terms of reference for committees etc. This is of course would be subject to full council.

Members felt that as the council co-opted additional members, committees could consider membership of 5 members. It was felt that an even number of committee members gave risk of the Chairman having a casting vote in the event of a tie decision and as such should be avoided.

Members did feel that all councillors should be given the opportunity to submit any questions to any of the committees to the clerk 3 days in advance of the planned meetings.

6/20-9-2023 Pre School hire of Pavilion, commencing November 2023

The following dates had been requested by the preschool:-

The times we would require are 7.45am -4pm term time only.

These dates are as follows

6th November-22nd December 2023  
4th January - 9th February 2024  
19th February - 22nd March 2024  
8th April - 24th May 2024  
3rd June - 19th July - 2024

Holiday dates are as follows hours of hire 8am-3pm

25th December - 3rd January - 2024  
12th-16th February 2024  
25th March - 5th April 2024  
27th-31st May 2024

They would also not require the facility on bank holidays

It was resolved that the preschool would not be charged from 7.45 to 8.00 as this would be their setting up time.

It was resolved that there would not be any charge for items being stored in the container.

It was resolved that cleaning items needed to be removed at weekends from the facility.

It was resolved that the clerk advises the hirer that the parish council cannot be held responsible for any miss use of items left in the pavilion. Clerk to advise that items can be left in the shower location at the end of the day.

It was resolved that the preschool would not be charged for the Wednesday 1 1/5 drop ins which the parish council host.

It was resolved that payment hire fees must be received one month in advance. None payment will curtail the agreement with immediate effect.

It was resolved that a refundable key deposit of £100 be paid. It was noted that the following keys will be issued: barrier, container, back door key of the pavilion, changing room key door.

7/20-9-2023 Budget for D Day Celebration 6-6-24 (subject to availability)

Item deferred.

8/20-9-023 Dates for next meetings

There was a discussion on planning future dates so that dates can be planned in the diary.

Members felt that dates can be fixed in the diary after the October meeting.

Wednesday 18<sup>th</sup> October, 6pm, was proposed for the next meeting, subject to clerk and members confirming their availability.

Signed: .....

Date: .....

