



Minutes of the Meeting of the Finance Committee Held on Thursday 2nd June 2022 at 3pm in the Parish Office

Present:

Councillors: Steve Bolingbroke (SB)
Matt Reid (MR)
Ian Hill (IH)

Officer: Kristina Tynan (KT)

It was noted that regarding the current Terms of Reference this meeting is not quorate.

22/22 Election of Chairman

Matt Reid proposed Steve Bolingbroke and Ian Hill seconded. There were no other nominations

Resolved: That Steve Bolingbroke be appointed as Chairman.

SB stated that he will stand with the proviso that the committee and the parish council are focused on running the Parish Council affairs properly and ensuring that it complies that the WPC are complying with regulations and that a better process of monitoring finances is needed. As the Council has the power to tax people these must be taken seriously.

23/22 Apologies for absence

There were none.

24/22 Approval of Minutes from 24th March 2022 which were received by Council on 12th April

Resolved: That the Minutes from the Meeting on 24th March 2022 which were received by Council on 12/4/2022 be agreed as a correct record.

25/22 Matters Arising

There were none.

26/22 Declarations of Interest

There were none notified.

27/22 Review of Terms of Reference

These were reviewed and proposed changes were agreed however which committees need to be allocated specific tasks will need to be agreed by Council and the Strategy Committee

RECOMMENDATION TO COUNCIL: That Council reviews the proposed Terms of Reference and then agrees the changes.

28/22 Financial Issues

1. **Risk Register Review** – IH and MR have been reviewing this. This will be an agenda item for the September meeting. MR will look into the data protection issue for September.

2. **Year End Budget Review and allocation** – This was discussed at length and the accruals were agreed. This is a new way that we will budgeting which gives us a better picture. It was noted that we had an underspend of £7084 with a £5828 reduction of General Reserves. A paper on this will be sent to Full Council.

3. Year End Reserves Review – There was discussion on this and there will be recommendations and a paper for Full Council to approve.

4. Draft Audit Forms for discussion

Annual Governance Statement – This form has a yes/no box for the statements 1-9.

The committee referred to the NALC Joint Panel on Accountability and Governance Practitioners' Guide. Each statement has a number of points to be agreed.

SB read out all statements on pages 8-14. These were mostly agreed apart from 2 points which will be clarified.

An Audit Timetable for the stages to be agreed has been done.

5. Recommendation on salary uplift and scale changes for all WPC staff.

The Clerk left the room for this discussion and there will be a recommendation to Full Council which will be a confidential item for Full Council to discuss.

6. Bank Mandate - Change of Signatories

RECOMMENDATION TO COUNCIL: That we remove Tim Horton from the mandate and add Steve Bolingbroke and Matt Reid.

7. Other Financial Issues

It was noted that some actions will be taken eg whether we need to do our VAT claim digitally etc and the Clerk will check this for the next meeting. It was noted that we look at refresher training regarding risk. Pension levels will also be considered at the next meeting. It was noted that it has already been agreed that we spend up to £200 on legal advice on the Sports Ground and up to £5000 on the Rec Master Plan.

29/22 Sports Field Rent Review -Update SB

There was no update.

30/22 Correspondence

There was no correspondence to discuss.

31/22 Any Other Business

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 5PM