



## GREAT HORKESTONE PARISH COUNCIL

### MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON TUESDAY 18<sup>TH</sup> OCTOBER 2022 IN THE NEW VILLAGE HALL MEETING ROOM AT 10.30AM

#### Those present:

Cllrs M Mead, C Arnold & G Baker

#### F22/17 Chairman's Welcome

Cllr Baker welcomed everyone to the meeting and thanked the Clerk for producing the financial documents for this quarter.

#### F22/18 Apologies and Reasons for Absence

All members of the Finance Committee were present.

#### F22/19 Declarations of Interest

No member declared an interest in respect of any item on the Agenda.

#### F22/20 Minutes of Previous Meeting

The minutes of the Finance Committee meeting held on 1<sup>st</sup> September 2022 were approved and signed as a true record.

#### F22/21 Half Yearly Accounts

The reports and documents produced detailing the Half Yearly Accounts as at 30<sup>th</sup> September 2022 were reviewed in detail by the Councillors and the reasons for minor variances from the budget were discussed and accepted as reasonable.

**It was agreed** to approve and sign the Half Yearly Accounts.

#### F22/22 Internal Audit Review

The Internal Audit from the 2021-22 financial year was reviewed and considered.

- i) The Health & Safety Checklist for the Village Hall was created previously but needs to be located after the departure of the previous Clerk. It is due to be reviewed.
- ii) There is a Village Hall Committee, however many decisions concerning the Village Hall have been made ad hoc by full council, so the committee has not recently needed to meet.
- iii) The Council has reviewed the internal control systems and attempted to add the Village Hall Bookings Manager to the Council's bank account. Once this has been completed, the internal control systems will be reviewed again.
- iv) The Risk Assessment is due for review, and sections on 'Loss of Key Staff' and 'Business Continuity' will be considered.
- v) The Clerk will liaise with the new Village Hall Caretaker to produce a system of documentation such as checklists, to evidence inspections and other tasks undertaken on a regular basis.

- vi) The Village Hall needs to be valued and the current insurance policy checked, to ensure the cover is adequate.
- vii) The Asset Register needs reviewing and updating. Cllr Baker will assist the Clerk with this.

**F22/23 Financial Regulations Training**

The Clerk reported on their Financial Regulation training undertaken recently.

- i) The Clerk is to review and update the Council's Financial Regulations and circulate to the Council to review and adopt at a meeting of Full Council.
- ii) At a meeting of Full Council, quarterly, the Clerk will bring the most recent copy of a bank statement, for a Councillor that is not a signatory on the bank account to check the balance against the most recent Statement of Account.
- iii) The Clerk recommended that the Council change bank accounts from Barclays to Unity Trust. Councillors asked the Clerk to research Unity Trust, investigate their interest rates and bank charges and ask for reviews from other councils that use their services.

**F22/24 GHPC Grants**

**It was agreed** to approve the Grants Policy & Procedure circulated to Councillors prior to the meeting.

Grant applications for the 2023-24 financial year must be received by 30<sup>th</sup> November 2022.

**F22/25 Recommendations to the Parish Council**

**It was agreed** to recommend the following to Full Council.

- i) To update the Finance Committee's Terms of Reference to give the Committee the authority to approve overtime hours for members of staff where necessary.
- ii) To co-opt another Councillor as a member of the Finance Committee, to ensure the Committee remains quorate when discussing grant applications after any interests have been declared.

**F22/26 Next Meeting of the Finance Committee**

**It was agreed** that the next meetings of the Finance Committee would be:

Monday 12<sup>th</sup> December 2022 at 10am (to discuss grant applications)

Monday 9<sup>th</sup> January 2023 at 10am (to review the Third Quarter Accounts and discuss the budget and precept figure to recommend to Full Council)