

## **Minutes of the Finance Committee Meeting held remotely on the 16<sup>th</sup> March 2022 at 4.10pm**

### **Present:**

Cllr K Elvin, Cllr J Glover (Chair), Cllr B Millin, Cllr D Wilson, Mrs. S Cook (Clerk), Ms. E Cope (Deputy Clerk), Cllr N Pellew joined the meeting at 4.30pm

### **FC031/2021 To note apologies for absence**

Apologies were received from Cllr Marsh. No declarations of interest were declared.

### **FC032/2021 To review the minutes of the meeting held on 15<sup>th</sup> December 2021**

The minutes of the meeting held on 15th January were held to be a true and accurate record.

The Clerk reported the approval of the RBWM budget for 22/23.

December accounts were provided to Council at the meeting on 28<sup>th</sup> February.

The budget and precept were approved at the Council meeting on 17<sup>th</sup> January. RBWM were subsequently informed of the amount of precept to be collected on our behalf.

The Clerk noted the upcoming visit of the Internal Auditor on 20<sup>th</sup> April.

### **FC033/2021 Financial Regulations**

- a) Cllrs reviewed the Financial Regulations, there being no comments Cllrs recommended for adoption by Council at its Annual Meeting.
- b) Per Items 6.7 and 6.8 of the Financial Regulations, Cllrs reviewed the lists of direct debit payments and recommended their continued use be approved at the Annual Meeting.
- c) Per Item 6.9 of the Financial Regulations, Cllrs recommended the continued use of BACS for payment of Salaries and Suppliers be approved at the Annual Meeting.
- d) Per item 6.14 of the Financial Regulations. The clerk confirmed changes to the current list of bank signatories, requesting a 3<sup>rd</sup> signatory. As it is recommended that members of the Finance Committee should not be signatories on the bank account, it was agreed that Cllr Kneen as an existing bank signatory be asked to fulfil this role.

### **FC034/2021 Financial Risk Assessment**

Cllrs reviewed the Financial Risk Assessment and recommended adoption by Council at its Annual Meeting.

### **FC035/2021 Asset Register**

The Clerk advised the current lease on the Bray bus stop is due to be reviewed, details will be confirmed in due course. Cllrs reviewed the Asset Register and recommended adoption by the Council at its next meeting.

#### FC036/2021 Council Finance Reports

- a) The Clerk provided the finance report for February 2022.
- b) Cllrs reviewed and discussed the forecasted year end reports. The Clerk noted Making Tax Digital is now operational and advised a review of Office 365 licensing with ITQED had been completed, that council is able to save £181 on the current year fees by paying for its licences a year in advance. Following discussions with the internal auditor new accounts have been set up to allow balance sheet expenditure to be offset against the nominal accounts.
- c) The Clerk provided copies of the bank statements for December, January, and February prior to the meeting, which were approved for signature.
- d) Cllrs considered funds exceeding £85,000 currently held with Lloyd's bank to be placed with CCLA.
- e) Cllrs considered the scale of charges for the use of the Parish Greens. The following were agreed.
  - Wedding Fees to remain the same
  - Carters Fair – Fees for 2022 to be increased to £150 plus VAT and to £160.00 plus VAT for 2023
  - Commercial fees will be based on requirements, with prices to be confirmed on application. Guidance for fees is as follows. Use of the Green only £50.00 per hour, Use of the Green including marquees etc £100 per hour. Final fees to be charged are to be confirmed by Councillors.

#### FC037/2021 Spending requests and Grant Applications

- a) Cllrs approved the purchase of a desk top computer for the office at a price of £535.00.
- b) There were no new grant applications for recommendation to Council
- c) There were no expenditure requests exceeding £2,500 for recommendation to Council.

#### FC038/2021 Dates of Upcoming Meetings

The date of the next meeting is Wednesday 27<sup>th</sup> April at 4pm

There being no other business the meeting closed at 4.55pm