

Chesterton Parish Council

Minutes of Finance Committee Meeting At Chesterton Community Centre 9.30am, Tuesday 28th May 2024

DRAFT

Councillors Present: Johnathan Chavda, Andrew Thomas, Tony Thompson.

In attendance: Mike White (RFO) and Brian Inglis (Clerk)

1. **To agree the position of Chair of Finance Committee for 2024/25**
Cllr Johnathan Chavda was unanimously elected to continue as Chair of Finance Committee for 2024 - 2025
2. **To Receive Councillor Apologies for Absence**
None
3. **To Approve and Sign the Minutes of the Finance Committee Meeting on 28th March 2024**
It was resolved that the minutes were a true record of the meeting and were duly signed by Cllr Johnathan Chavda.
4. **To agree and sign Bank Balance to Receipts and Summary schedule April and May 2024**
Having been circulated and scrutinised, this was agreed and signed.
5. **To Review and Approve May 2024 invoices**
The invoices having been previously circulated for scrutiny, were approved.
6. **Update on progress from previous minutes**
 - 6.1 It was RESOLVED that a list of proposed Roles and Responsibilities between the Parish Council and CIO would be sent to the CIO for discussion at the next meeting of Trustees. The contents of the list were agreed. (Action – Clerk)
 - 6.2 Invoice to be issued to CIO in the amount of £1,000 for 2024 – 2025 rental contribution. (Action – Clerk)
 - 6.3 The proposed updated agreements for 2024 – 2025 between the Parish Council and Sports Clubs are still under consultation with club officials. (Action – Cllr Chavda)
7. **Annual Governance and Accountability Return (AGAR) 2023/24**
All preparations for submission of AGAR have been carried out by RFO, with documents to be prepared for signature by RFO, Chair of Parish Council and Clerk and after full council approval, the AGAR will be published in due course (Action RFO/Cllr Thomas/Clerk)

8. **Internal Audit update**

RFO and Clerk will meet with Internal Auditor after the meeting to discuss the internal audit report, with feedback suggesting there will be no significant issues raised, although some procedural recommendations are anticipated. RFO will report to main council (Action – RFO)

9. **Financial Regulations**

RFO has adapted the recently published NALC Model Financial Regulations and commented on a document he had previously circulated. Having been scrutinised, it was agreed that the document be presented to the next meeting of full council for adoption. (Action RFO/Clerk)

10. **Risk Assessment**

RFO and Clerk have updated the Parish Council Risk Assessment document, which having been previously circulated was scrutinised and discussed. It was agreed that the document would be presented to the next meeting of full council for adoption. (Action – RFO/Clerk)

11. **Banking Mandates**

It was RESOLVED that the current signatories would remain unchanged for 2024 - 2025

12. **Nationwide**

RFO reported that Nationwide Bank has temporarily withdrawn its new business facility and as a result, he is looking into alternative investment options.

The meeting closed at 11.13am

Date of next finance meeting was set as Tuesday 25th June 2024, at 9:30am

Signed as agreed
Cllr J Chavda (Chair)

Date

**Agreed Monthly Finance Meeting Dates 2024/25, commencing 9.30am
(Tuesdays in the Colin Board Room at Chesterton Community Centre)**

~~23rd April~~

~~28th May~~

25th June

30th July

FC01 – 2024 – May 2024

27th August

17th December

24th September

28th January

22nd October

25th February

26th November

25th March