



**Minutes of the Finance Committee Meeting  
10.00am 28<sup>th</sup> November 2023  
Held in the Media Room, Wickersley Community Centre**

Members: Cllrs: J Barber (Chair), , E Boswell, C Grimes, and G Pacey

In attendance: Cllrs: J Barber (Chair), E Boswell, C Grimes, and G Pacey  
C Lavell-Smith (Parish Clerk) and A Naylor (Deputy Parish Clerk)

**111. To receive apologies for absence**

All members present; Cllr Pacey was welcomed to his first meeting as a councillor on the Finance committee.

**112. To approve the minutes of the last Finance Committee of 16<sup>th</sup> June 2021 and note any matters arising.**

The minutes were accepted as a true record. No matters arising were noted.

**113. To explain the financial management process since the last finance committee meeting**

Cllr Barber explained that there had not been a finance committee meeting since 16/06/2021 due to several reasons including covid, availability of committee members and the main reason being that finance matters had become an agenda item at full council meetings. The committee now had more members and time pressures on the clerk had eased therefore meetings have commenced again in line with the Terms of Reference

**114. To review the Terms of Reference of the finance committee**

**RESOLVED** to make the following changes.

Rename to Finance and Governance committee.

This is in response to HR committee stating that several budget headings they currently manage are not a HR function but more general parish and governance. It was therefore agreed to move the administration, governance and parish support budgets to the finance and governance committee, renamed to incorporate the wider role.

3) Add the following

Power to spend. Yes - within budget. (Except for agreeing annual budget, and spending in excess of budget, which must be authorised by full council) May be delegated to Clerk or D/Clerk *and* the Chairperson of the Committee (or Council Chairperson if unavailable).

4) Add the following

Financial activity against committee budget will be reviewed and approved at each meeting. The accounts of the committee will form part of the council's accounts and will be audited as part of the council's accounts.

5) Remove the following

One to be scheduled to approve the internal audit, one to set the budget and one to review internal controls mid-year.

**115. To provide an update on the pre internal audit process being introduced with the new Internal auditor.**

The Parish Clerk explained that a new internal auditor has been appointed. He will undertake a pre audit to the internal audit, commencing early 2024. This will be an on-site visit and look at all financial operating procedures. In addition, he will undertake a review of Winthrop Gardens financial systems and cash collection processes. This will be reported back at the next meeting.

**116. To consider the draft General and Earmarked Reserves Policy**

The parish clerk explained that though a reserves statement has been in operation for many years, there has never been a formal policy. As the precept is now in excess of £200,000 there are several policies, including this one, we should have in place, therefore this draft has been prepared.

The draft was considered, some minor wording amendments made and then it was **RESOLVED** to recommend the policy to Full Council for adoption.

**117. To consider the draft Transparency Code**

The parish clerk reported that initial work had been done on this draft. It is the second policy we need to introduce, as the precept is in excess of £200,000. Further work to comply with the code has been identified, as below.

- Quarterly publication of expenditure in excess of £500
- Introduce a procurement section and procurement lists section onto the website.
- Details of land and buildings owned by the parish council to be published on the website.
- Introduce a Grant Awarding policy.
- Staff Organisation Chart

Many of the above items are already on the website but not in the format or within one location as required.

It was **RESOLVED** that the parish clerk completes this work and reports back at the next meeting.

**118. To consider the draft budget for 2024/25 and proposed precept**

The draft budget for the parish was circulated and talked through by the Chair of Finance and Deputy Clerk-finance. It was explained this was still being worked on and will be finalised and presented to full council in January 2024. The decisions made at full parish in November are guiding the work e.g., precept increase must not exceed 6% No areas of concern were raised therefore works will proceed as planned by the Chair of Finance, the parish clerk and deputy parish clerk-finance.

**119. To review progress on the Internal Auditor 2023 Action Plan**

The deputy parish clerk has prepared an action plan following the internal audit. This is being worked upon and will be reported on further at the next meeting.

**120. To receive an update on the Business Planning process 2024-2027**

This process is ongoing, Chairs of committees have been asked to comment on comments made at the Blue-Sky thinking event. This will feed into the business plan. A date is to be arranged in January to progress the actual plan in January 2024

**121. To determine dates of meetings for 2024**

**Resolved** to set the following dates for meetings in 2024, starting at 10.00am

6 March 2024  
29<sup>th</sup> May 2024  
6<sup>th</sup> November 2024

The meeting closed at 11.40am