



Finance and General Purposes Committee
Monday 28th February 2022, 4:00pm

Present:

Cllr Andrew Brown

Cllr Colin Phillips - Chair

Cllr David Burgess

Cllr Roger Price

Cllr Joanna Clarke

Cllr Thornborow – ex officio

Cllr Olwen Jones

Minutes were taken by Parish Manager Eliza Hill

Item	Minutes of the meeting	Action
	The Chair welcomed everyone to the meeting.	
21/042	<u>Apologies</u> There were no apologies.	
21/043	<u>Declarations of Interests</u> The Chair reminded members of their obligation to declare any interests in the items on the agenda at this point or as the meeting progressed. There were no declarations.	
21/044	<u>Minutes of the last meeting – 6th December 2022</u> It was proposed that the minutes be accepted as a true account of the meetings. RESOLVED: That the motion be carried – all in favour.	
21/045	<u>Office Report</u> Members received the report with no matters arising.	
21/046	<u>Accounts</u> It was proposed that the accounts be accepted as a true reflection. RESOLVED: That the motion be carried – all in favour.	
21/047	<u>Resolutions</u> 21/047i) Annual Review of Internal Controls The draft report for council was received for members to approve along with the internal control documents.	

Item	Minutes of the meeting	Action
	21/047i) a) Financial Regulations	
	Currently a member does not check reconciliations quarterly – this needs to be implemented. Salary budgets need to be reviewed.	PM
	Need to investigate credit checks for signatories.	PM
	21/047ii) b) Risk Assessment Register	
	Clarification was requested regarding two assessments and review dates.	PM
	21/047i) c) Asset List	
	21/047i) d) Insurance Schedule	
	Cllr Price left the meeting at this point.	
	RESOLVED: That the motion be carried – five in favour, one against.	
	21/047ii) Financial Risk Management Policy	
	For Committee to approve the procedure document.	
	RESOLVED: That the motion be carried – all in favour.	
	21/047iii) Room Hire Prices	
	For Committee to approve the hourly rate adjustments.	
	RESOLVED: That the motion be carried – five in favour, one against.	
	21/047iiii) Terms of Reference for the Traffic Working Group	
	For Committee to approve the Terms of Reference Document	
	RESOLVED: That the motion be carried – five in favour, one abstention.	
	21/047iv) Final Budget	
	Members received the final budget.	
	21/047v) Breakdown of Consumables	
	Members received the breakdown of the consumables that had previously been requested.	
21/048	<u>Date of next meeting</u>	
	11 th April 2022	
	Close of meeting – 5pm	