



FINANCE COMMITTEE

Met at Marshalswick Community Centre on Monday 30th May 2022 at 7.30pm

PRESENT:

Councillors John Hale, John Newton Davies, Janet Churchard, Jenny Roberts

OFFICERS:

Simon Thwaites, Parish Clerk, Emma Hostler, Deputy Parish Clerk

ABSENT:

Councillor Sam Vosper

668 ELECTION OF CHAIR

Councillor John Newton Davies nominated Councillor Hale. This nomination was seconded by Councillor Churchard. There being no other nominations it was;

Resolved

To elect Councillor Hale as Chair of the committee for the coming year.

669 APOLOGIES

Councillor Graham Leonard.

670 DISCLOSURES OF INTEREST AND DISPENSATIONS

There was none.

671 MINUTES OF THE MEETING HELD ON THE 11th APRIL 2022

The minutes of the meeting held on the 11th April 2022, having been previously circulated, were reviewed. It was:

Resolved

That the minutes be approved and then signed by the Chair.

672 TERMS OF REFERENCE

Members reviewed the Terms of Reference and agreed a small number of minor amendments (clarification points). The amendments were emailed to all councillors on 31st May. It was unanimously;

Resolved

To approve the committee Terms of Reference for the coming year.

673 2021/22 BUDGETARY CONTROL (OUTTURN)

The Clerk took Members through a report detailing the outturn for 2021/22. Questions were asked and responded to. The final outturn will be reported to Full Council on June 8th. The report was formally noted.

674 RESERVES

Members reviewed and noted a report circulated with the agenda detailing the year-end position on earmarked and general reserves.

675 INTERNAL AUDIT 2021/22

Members reviewed the 2021/22 year end audit completed by Green Biro Ltd. It was noted that the audit was unqualified and contained no recommendations. The report concluded as follows;

- General comments are that financial records are really well maintained, clearly labelled so are easy to find and follow, filed in an appropriate manner and appeared to be complete and fit for purpose.
- There were no significant issues of concern regarding the internal control framework to report for the year ended 31 March 2022. The control framework is operating effectively, and although there is no absolute guarantee, the controls should protect the Council against fraud or error.
- Following the external audit of the accounts for 2020-21, an unqualified opinion was provided.

Members noted that on the day prior to this year's audit, the auditor received a letter from Councillor Harris to which she responded. It was unanimously;

Resolved

To formally note the audit report and to recommend that Full Council does the same at its meeting on June 8th. It was minuted to thank Green Biro Ltd for providing their audit services over several years.

676 2121/22 FINAL ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

A set of Accounts compiled by George Street Accountants, together with a copy of the Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2022 were reviewed. It was noted that the final Accounts for 2021/22 have been approved by the Internal Auditor who has also signed the AGAR. It was unanimously;

Resolved

That members of this committee recommend to Full Council on June 8th to acknowledge responsibility for ensuring there is a sound system of internal control, including the preparation of the Statement of Accounts, and to confirm that to the best of its knowledge and belief, with respect to the Council's Statement of Accounts for year ended 31st March 2022, the 2021/22 Annual Governance Statement should be approved and that the Chair and the Parish Clerk (as RFO) should sign Section 1 of the AGAR. It was further unanimously;

Resolved

That members of this committee recommend to Full Council to confirm that to the best of its knowledge, the 2021/22 Accounting Statements contained in the Annual Return, plus the explanation of variances represent the financial position of the Council for the year ended 31st March 2022 and that the Parish Council Chair and the Parish Clerk (RFO) should each sign Section 2 of the AGAR.

677 THE EXERCISE OF PUBLIC RIGHTS 2021/22

It was noted that the Exercise of Public Rights, during which members of the parish are able to inspect the annual accounts and raise any issues of concern with the external auditor will run from the 13th June 2022 to 22nd July 2022 in accordance with audit regulations. Full Council will be asked to formally note this at the June meeting.

678 MATTERS OF NOTE

- Quarterly bank reconciliations have been signed off as required. It is a requirement of the Financial Regulations that this is noted by the committee.

- Members were reminded that IAC Audit and Consultancy Limited will be carrying out their first internal audit of the Parish Council this Autumn.
- The parish precept was received on 22nd April 2022.
- The grant application to CEMEX in respect of the pump track has not yet been decided. A financial grant is now being requested, there being no availability of the required materials at the Smallford site.

679 ITEMS FOR INCLUSION ON THE NEXT AGENDA

- 2022/23 Draft Budget
- Three Year Plans

The meeting closed at 8.12 pm.

DATE OF NEXT MEETING – Monday September 26th 2022 at 7.30pm

Chair **Date**