



**Minutes of the meeting of the Finance and Governance Committee held in the Committee Room
Community Centre, Eskdale Road on Tuesday 11th June 2024**

PRESENT: Councillors S Kirve (Chair), G Shrivastava, and P Wood.
Clerk: Tony Skeggs Residents: None.

F24/22	ELECTION OF CHAIR – Following a proposal from Cllr Shrivastava, seconded by Cllr Wood, Cllr Kirve was elected Chair for the forthcoming year.	
F24/23	APOLOGIES – Apologies were received and accepted from Cllr Smith.	
F24/24	DECLARATION OF INTEREST – There were no new declarations of interest.	
F24/25	MINUTES OF PREVIOUS MEETING The minutes of the Finance and Governance Committee meeting held on 11 th April 2024 were AGREED as a true and accurate record after the actions list had been reviewed.	
F24/26	2023/24 INTERNAL AUDIT REPORT a) The Clerk presented the 2023/24 internal audit reports to the meeting, which included the signed Internal Audit Report, the audit cover letter and the “Items Not Covered” letter. After consideration the reports were NOTED . b) The Clerk presented the internal audit observations report. Items B1, B2, C1, E2, E3 and O1 had been addressed at the time of the audit. Items C2, C3, E1, and G1 were to be considered later in the meeting. After consideration the report and the actions were NOTED . The audit and observation reports would be presented to the next Parish Council meeting for approval. Arrangements were to be made to hold a Staff Working Group meeting. The clerk was thanked for his work on the year end accounts.	
F24/27	STANDING ORDERS The Clerk presented the Standing Orders for review. There were no suggested amendments. After consideration the Standing Orders were APPROVED subject to section 17(c) and 17 (f) being updated to show the latest contract price thresholds.	
F24/28	FINANCIAL REGULATIONS The Clerk presented the Financial Regulations for review. There was one amendment for consideration, which was to reflect the Parish Council decision 24/10c to increase the limit on the debit card from £300 to £500. After consideration as there were no further changes suggested the Financial Regulations were APPROVED .	
F24/29	DRAFT CCTV POLICY The clerk presented a draft CCTV policy for consideration. After reviewing it was proposed that the following sections be amended – 2.1, 4.3, 6.1, 8.1, 8.2, 9.1, 9.5, 10.1 with section 12 being removed completely. Reference should also be made to UK Security Group who oversee the system.	
F24/30	FINANCIAL STATEMENT TO 31 MAY The clerk presented the financial position at the end of May, which showed an excess of income over expenditure due to the first half of the precept being received. The following items were NOTED . The deposit for the solar panels had been paid £4,167, the new speed sign had been purchased £4,274, further costs had been incurred on the burial ground £15,821. The majority of the Community Event expenditure had been paid.	
F24/31	ASSETS The Clerk informed the meeting that he had only received one asset return and that was from Cllr Wood covering the Hawkslade ward. The Chair suggested a reminder at the next Parish Council meeting.	



F24/32	DATE OF NEXT MEETING The next meeting would be on Thursday 3 rd September 2024.	
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The meeting closed at 8.30pm.

Signed: _____

Date: 3rd September 2024

Action List

Date	Minute	Description	By Whom	Status
13/06/23	23/08b	Councillors to verify assets in their Wards	Councillors	In Progress
13/02/24	24/04	Investigate Change of Internal Auditor.	Clerk	Outstanding
13/02/24	24/08	Open RBS Liquidity Deposit Account.	Clerk	Outstanding
11/04/24	24/18	Review Insurance Policy.	Clerk	In Progress
11/04/24	24/18	Online Information Security Training Courses.	Clerk	Outstanding