

Minutes of the Fressingfield Parish Council Finance Committee meeting held as a 'Zoomed' meeting on Tuesday 9 February at 7.30pm

Present: Councillors Tom Lindsay, Nick Stolls and Neil Venton.

Also in Attendance: Andy Parris, clerk to the council and responsible finance officer (RFO).

- 1 The Chair welcomed everyone to the meeting.
- 2 To receive apologies and consider giving approval for any absences: There were none.
- 3 Any members' declarations of interest or requests for dispensations: There were none.
- 4 To review income and expenditure over the last quarter: The committee considered current income and expenditure and the RFO's projection for the end of the financial year. The RFO clarified how any carry forward is recorded on the worksheet. There was discussion about: whether there might be any further applications for grants from the council; the different sums being held in reserve; and figures being held back to cover all costs for the installation of the speed indicator devices.
- 5 To consider the internal audit report for 2019-20; Having considered the implications of each of the internal auditor's comments, the committee: decided VAT will be reclaimed quarterly; was informed that paperwork regarding pensions has been accurately completed; and decide that it can report to the full council that recommendations in the report have been considered and applied, where practical. This will be reported on in the Chair's report and available to the full council.
- 6 To review the internal audit process: The committee conducted this review. The conclusions are signed separately and will be presented to the full council.
- 7 To review the effectiveness of the council's internal controls: The committee discussed each of the assertions. It was noted that: the proposed budget for 2021-2022 was discussed in conjunction with the precept options, although it was not formally approved until the January meeting; the council's contingency funds should be moved from its current account to the instant access investment account; the clerk had produced evidence of his hours worked at his performance review and this will be done annually. The committee will advise the council that it will be able answer yes to each of the applicable assertions in the annual governance statement for 2020-21
- 8 To appoint an internal auditor for 2020-21: It was decided to use SALC again.
- 9 To review the council's risk assessments: The committee discussed each element in the revised risk assessment document. After making some adjustments, the committee agreed to present the risk assessments to the council for approval. The committee agreed that a portable backup drive should be bought for the RFO's and clerk's files.
- 10 To confirm cemetery charges: It was decided to review these charges in six months.
- 11 Date of next meeting: 13 April 2021

The meeting closed at 9.45 pm.



Feb 17, 2021

Signed:

Chair

Date:

N Stolls






FinCom 20212009 (1)

Final Audit Report

2021-02-17

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