



Minutes of the Finance Committee meeting held on Thursday 8 October 2022 at 7.30pm. This was a 'Zoomed' meeting.

Present: Councillors Tom Lindsay, Nick Stolls (Chair) and Neil Venton

Also in Attendance: Andy Parris, responsible financial officer (RFO)

- 1 The Chair welcomed everyone to the meeting. The RFO explained the procedures that should be followed if the council or any of its committees wishes to discuss any item in confidence.
- 2 Apologies for absence: There were none.
- 3 Members' declarations of interest. There were none.
- 4 To review the second quarter income and expenditure reports This review focused on the 'phased budget' worksheet in the accounts workbook. This details expenditure and income each quarter and compares it to expected or budgeted figures. Councillors discussed lines of expenditure which were significantly over budget (IT support and equipment). Explanations for this were satisfactory. The RFO expressed his view that a budget revision should be part of the normal procedures for the committee in December, prior to setting a budget for the following year. The RFO clarified the agenda for that December meeting. It was decided to raise the issue of donations to organisations outside the parish, at the next full council meeting.
- 5 To discuss how councillors can use the accounts workbook. There was a discussion about how, after a meeting, councillors could follow through on information on the accounts workbook ('drill down' into the data, in the jargon). So far, the RFO had not found a way to facilitate this. He will investigate it further for the next meeting.
- 6 1The committee agreed to exclude the public from the business in section 2
 2Confidential item discussed.
- 7 To discuss replacing the clerk/RFO's laptop. The committee accepted the RFO's description of the problems caused by using a seven-year-old laptop. Councillors discussed the different ways to buy a replacement and the costs of a computer that will meet the clerk/RFO's needs for the next five years. It was agreed to wait until later in the month and then the RFO will identify a replacement. If a quick purchase is thought to be prudent, the RFO will discuss it with NS and DW and then get the replacement.
How to ensure back-ups are safe and secure was discussed. The RFO confirmed that all documents are backed-up to the cloud through One Drive which is part of the Office 365 package.



8 Matters brought to the meeting for inclusion on a future agenda

It was agreed to review cemetery costs at the end of this financial year.

It was agreed to discuss with the full council refinements to procedures for checking and authorising payments. It will be proposed to separate these into three:

- i. Two from a group of five councillors to check that the voucher prepared by the RFO matches the invoices received for services or materials. This is to be done online using *Adobe Sign*.
- ii. Each of these payments or receipts will be listed on the reconciliation sheet which will be approved at a full council meeting.
- iii. After the meeting, two from a different group of councillors will log onto the council's bank account and authorise the payments.

There being no further business, the meeting closed at 8.50pm

Signed: 
N Stolls (Nov 12, 2020 22:07 GMT)

N Stolls

Chair

Date

Nov 12, 2020

Confidential – not for publication

Agenda item 6.2

The Chair informed the committee that he and the council Chair had conducted the performance review of the clerk/RFO. Details from this meeting will be discussed at the next full council meeting (as another confidential item!)

The performance review of the caretaker will take place next week. The clerk will do this.


NS






FinCom20201008

Final Audit Report

2020-11-12

Created:	2020-11-12
By:	Andy Parris (clerk.fresspc@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAApk0_haOtTPuv4PWheAm2taPrGvBWYKeK

"FinCom20201008" History

-  Document created by Andy Parris (clerk.fresspc@gmail.com)
2020-11-12 - 9:22:28 AM GMT- IP address: 95.148.163.139
-  Document emailed to N Stolls (nstolls.fresspc@gmail.com) for signature
2020-11-12 - 9:23:22 AM GMT
-  Email viewed by N Stolls (nstolls.fresspc@gmail.com)
2020-11-12 - 9:23:29 AM GMT- IP address: 66.249.93.79
-  Document e-signed by N Stolls (nstolls.fresspc@gmail.com)
Signature Date: 2020-11-12 - 10:07:14 PM GMT - Time Source: server- IP address: 31.54.108.154
-  Agreement completed.
2020-11-12 - 10:07:14 PM GMT