

Minutes of the Fressingfield Parish Council Finance Committee meeting held in Sancroft Hall, Fressingfield on Thursday 9 February 2023 at 2pm

Present: Councillors Garry Deeks, Tom Lindsay and Nick Stolls

Also present: Andy Parris, clerk to the council and responsible finance officer (RFO). There were no members of the public.

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- 1 Welcome. Cllr NS chaired the meeting and welcomed everyone.
  - 2 Apologies for absence. There were none.
  - 3 Members' declarations of interest related to any agenda item. There were none.
  - 4 Notification of any lobbying related to any agenda item. There had been none.
  - 5 To prepare the annual governance statement (AGAR section 1) to present to full council. The committee used last year's statement as a starting point for this year. The committee clarified some of the descriptions of the way the council works. This included adding details to the statement for assertion 8 about how the council considers external factors which can affect the budget. The committee agreed that the draft document be presented to the council. The committee decided to recommend that the council can confirm statements 1 – 8 on section 1 of the annual governance and accountability report (AGAR) are true.
  - 6 To review the statement of internal controls. The committee discussed a report from Cllr Troughton and the RFO about the council's internal controls of its finances. There are additions to last year's report which cover the benefits of the council's and RFO's membership of professional associations. The committee decided to recommend that the full council approves this statement of internal controls.
  - 7 To review the assets register. The committee noted recent changes to the register (additions and removals). The committee agreed that the register is an accurate record of its assets.
  - 8 To review the risk assessments. The committee agreed that these assessments of the council's liabilities are accurate. All risks have been accurately described and reduced to a manageable level. The level of contingencies as part of the council's responsible management of its spending and risk management was discussed in detail.
  - 9 To review the grants and donations policy. Councillors discussed additions to conditions and expectations for any grant or donation that is greater than £999. The committee agreed to recommend that the full council adopts these changes to the policy.
  - 10 To review the Finance Regulations. The committee agreed to recommend the full council makes changes to the Finance Regulations. These changes are concerned with limits in the authority to spend (section 4.1) and the Grants and Donations Policy.

The meeting closed at 3.15pm.

Signed:



Chair

Date 21. 2. 23.