

WENDOVER PARISH COUNCIL

Minutes of the Finance Committee Meeting

16th May 2023 at 7:30pm

St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Gallagher, Walker, Williams, Worth

Clerk and Minutes: Andy Smith

Members of Public: 0

1. ELECTION OF CHAIR

F23/01 Councillor Gallagher was unanimously ELECTED as chair

2. APOLOGIES FOR ABSENCE

F23/02 Councillor Goodall gave his apologies due to work commitments and these were accepted

3. DECLARATIONS OF INTEREST

F23/03 None

4. PUBLIC PARTICIPATION

F23/04 None

5. MINUTES

F23/05 The minutes of the meeting of 21st February 2023 were considered. The minutes were **RESOLVED** as a true record to be signed by the Chair

6. CLERKS REPORTS AND CORRESPONDENCE

F23/06 It was noted that all reports and correspondence were on the agenda

7. GENERAL REPORTS

a) To review the year end reports for 2022/23

F23/07 The Clerk highlighted some of the key reports from year end and these were noted

b) To review the I&E report, EMRs and balance sheet for Apr 2023.

F23/08 The reports and variances were noted. It was noted that is only month 1.

c) To review the over £500 report and VAT claim for Jan - Mar 2023

F23/09 The reports and VAT claim were noted

- d) **To review the bank reconciliations and statements for Jan - Mar 2023**
F23/10 The reports were noted
- e) **To review reports on the changes to assets**
F23/11 It was noted that the assets would be checked in June
- f) **To receive an update on project costs up to Mar 2023**
F23/12 The updates were noted. An update to the repair of the wall was noted and it was agreed this should be a priority to complete this work over the summer months. The Clerk would approach the Community Board again for support with costs and report back to Amenities Committee
- g) **To review the Flagstone account statements**
F23/13 The statement was noted including the higher rates of interest the accounts were now enjoying.
- h) **To receive an update on the LGPS pension fund deficit and cessation value**
F23/14 The report on the changes in contribution rates was noted

8. OTHER MATTERS

- a) **Internal audit April 2023**
 - F23/15** **i) To note the end of year internal audit report**
The reports were noted. The actions required as a result of the internal audit would all be completed by the end of this meeting There was need for clarification in the internal audit where internal control L was ticked as not being covered. Whilst it has not been raised as a specific issue the Clerk would obtain further clarification as to why this was the case.
 - F23/16** **ii) To review the current internal controls for the previous financial year and consider approving a financial control policy**
The paper was considered, and it was **RESOLVED** to adopt the policy in the paper (identified as appendix A)
- b) **End of Year reporting and AGAR statements**
 - F23/17** **i) To note the first draft of the form and statements for the end of year report to the external auditor**
It was noted that the statements would be signed at the 6th June Full Parish Council and Financed thanked the Clerk and RFO for dealing with the end of year efficiently.
- c) **To create two new EMRs from the current general reserve of £123,990**
F23/18 It was **RESOLVED** to create new EMRs for the Freedom Parade and Hampden Pond as set out in the paper. These will be funded by the general reserve and any surplus returned to the general reserve at the end of year.

d) Staff benefits and support

F23/19 Because of the time sensitive nature and low monetary value it was agreed to discuss an offer that had come in to provide a mental and physical health support service to staff available through a BMKALC deal for £8.10 per head. It was **RESOLVED** to sign up to the service for all 4 members of staff.

9. ITEMS FOR NEXT AGENDA

F23/20 None were presented

10. DATE OF NEXT MEETING

F23/21 Tuesday 8th August 7.30pm St Annes Hall

11. CLOSURE OF MEETING

All business was transacted. The meeting was closed at 8:05pm

Signed by *Clive Gallagher*

Chair to the Finance Committee

Date: 8th August 2023