

Minutes of the Meeting of the Finance & Staffing Committee meeting of Thornham Parish Council held on Friday 28 June 2019 at 6.30pm at the Village Hall, Thornham.

Present: Cllr A Chesterman Cllr E Bett Cllr I Barratt

Also present: The Clerk.

1. **Election of Chair.** It was resolved for Cllr I Barratt to be Chair of this committee.
2. **Election of Vice Chair.** It was resolved for Cllr A Chesterman to be Vice Chair of this committee.
3. **To receive and consider apologies for absence:**
It was resolved to accept the apologies from Cllr C Venes.
4. **To receive Declarations of Interest**
Cllr I Barratt gave a personal interest in anything concerning Thornham United Charities.
5. **Committee terms of reference.**
The committee went through the terms of reference and updated. Please see amended copy attached.
6. **First quarter audit timings**
It was resolved for the first audit to take place on Thursday 4th July 2019 at 6.30pm.
7. **Budget 2019/2020**
Cllr Barratt advised that due to the Neighbourhood Plan requiring extra monies this had put the council in a negative budget and reserves might need to be called upon. All budgets to be kept to as usual.
8. **End of Year Accounts**
 - a) **Audit Form AGAR**
The form was ready once Annual Governance Statement agreed and signed.
 - b) **Asset Register**
It was resolved for the Asset Register to be reviewed by the end of September.
 - c) **Internal Audit**
This had been returned back from the Internal Auditor, one item lapsed with the change of Councillors and new accounts package was the lack on report in the minutes. The accounts were looked at in detail at working group meetings and then not discussed at Full Council. This to be addressed going forward with quarterly Full Council Account Reports coming back.
9. **To review Financial Regulations.**
The Committee went through the financial regulations line by line and brought up

Signed:..... Chair Date:

These minutes are unconfirmed until approved by full Council and signed by the Chairman

to date with regard to fraud advice from Barclays Bank recently received.
Revised copy to be circulated for comments before adoption.

10 Items For Next Agenda

Accounts from April to June.

11. Date, & Place of next meeting.

Parish Council Meeting Wednesday 10 July 2019 at the Village Hall, High Street at 7.00pm.

With no further business the meeting closed at 8.00pm.