



TATWORTH AND FORTON PARISH COUNCIL

Minutes of the Finance Committee Meeting of Tatworth and Forton Parish Council held on 20th June 2024 at 7pm at St John's Church Rooms, Tatworth

Present: Chairman Councillor D Peake, Councillors L Matthey, K Patay and P Rosser

Clerk Nigel Tinley

There were no members of the Public and no Press present.

27/24 Apologies for Absence

Councillor R Down – Holiday
Councillor C Brown – Childminding issues
Councillor P Chapple - Holiday

28/24 Declarations of interest

None

29/24 Election of Chairman of Finance Committee

Councillor Patay nominated Councillor Peake as Chairman, Seconded by Councillor Matthey.

There were no other nominations.

RESOLVED: Councillor Peake has been voted to continue to be Chairman of the Finance Committee and has accepted the role.

30/24 To approve and sign as a correct record Minutes of the Finance Committee Meeting held on 18th April 2024

Proposed by Councillor Matthey, Seconded by Councillor Rosser. All in Favour.

RESOLVED: That the Minutes of the Parish Council Finance Committee Meeting held on 18th April 2024 be signed as a correct record.

31/24 To approve Draft Finance Terms of Reference

Proposed by Councillor Matthey, Seconded by Councillor Rosser. All in Favour.

RESOLVED: The Finance Terms of Reference have been accepted by the Committee and are to be recommended to the Full Council for adoption.

32/24 To approve Draft Financial Regulations based on National Association of Local Councils template April 2024

The Regulations have been written by NALC and amended to fit our circumstances. A Thank You to the Chairman who vetted these regulations. There were no fundamental changes.

Proposed by Councillor Patay, Seconded by Councillor Rosser. All in favour.

RESOLVED: The Financial Regulations have been accepted by the Committee and are to be recommended to the Full Council for adoption.

33/24 To approve Draft Investment Policy

There are no changes from last year.

Proposed by Councillor Peake, Seconded by Councillor Matthey. All in favour.

RESOLVED: The Investment Policy has been accepted by the Committee and is to be recommended to the Full Council for adoption.

34/24 To approve Draft Reserves Policy

There are no changes from last year.

Proposed by Councillor Peake, Seconded by Councillor Matthey. All in favour.

RESOLVED: The Reserves Policy has been accepted by the Committee and is to be recommended to the Full Council for adoption.

35/24 To approve Draft Financial Risk assessment

There were slight changes to incorporate the change to paying our invoices via internet banking.

Proposed by Councillor Patay, Seconded by Councillor Rosser. All in favour.

RESOLVED: The Financial Risk Assessment has been accepted by the Committee and is to be recommended to the Full Council for adoption.

36/24 To approve reconciliation verifiers for this financial year as per section 2.6 of financial regulations. Cannot be an account signatory

Proposed by Councillor Peake, Seconded by Councillor Matthey. All in favour.

RESOLVED: Councillors Brown and Patay are to continue as reconciliation verifiers and to add Councillor Chapple to the role.

37/24 Report from RFO regarding internal audit, annual Governance statement and Exercise of Electors rights

As mentioned at the Full Council meeting on 6th June the Internal Audit has been completed. The Full Council has approved the Annual Governance Statement and the Accounting Statement. The period of public rights of publication commenced on 19th June for 30 working days. It is on the website and notice board.

The External Audit will be completed tomorrow and sent to the Auditors.

38/24 Reconciliation of Finances up to 18th June with report of finances against Budgets up to 18th June

The Clerk produced the Report of Finances against Budgets until 18th June. There were no questions from the Councillors.

Councillor Patay signed the Reconciliation of Finances.

39/24 An update on the disputed invoice from the Agricultural section of Westcotts accountants

The office was emailed a statement as at 20th May of £1,178.12, a reduction of 50% from the original bill, with a request to pay in 7 days.

The Clerk responded as previously that without evidence of an order from the Clerk we have no responsibility for the debt.

40/24 Date Next Meeting 15th August 2024

Meeting Closed: 7:45pm.