



## **TATWORTH AND FORTON PARISH COUNCIL**

### **Minutes of the Finance Committee Meeting of Tatworth and Forton Parish Council held on 19<sup>th</sup> June 2025 at 7pm at St John's Church Rooms, Tatworth**

**Present:** Councillors: S Adams, C Brown, P Chapple, R Down, K Patay

Clerk Nigel Tinley

There was one member of the public and no Press present. The member of the public was invited to speak about any item not already on the Agenda but declined.

#### **24/25 Apologies for Absence**

Councillor R Jacobs – Attending a funeral outside of the area

Councillor L Matthey – Holiday

#### **25/25 Declarations of interest**

None.

#### **26/25 Election of Chairman of Finance Committee**

Councillor P Chapple nominated Councillor C Brown, Seconded by Councillor K Patay.

There were no other nominations. All in favour.

**RESOLVED:** Councillor C Brown will continue as Chairman of the Finance Committee and has accepted the role.

#### **27/25 To approve and sign as a correct record Minutes of the Finance Committee Meeting held on 24<sup>th</sup> April 2025**

Proposed by Councillor C Brown, Seconded by Councillor K Patay. All in favour.

**RESOLVED:** That the Minutes of the Parish Council Finance Committee Meeting held on 24<sup>th</sup> April 2025 be signed as a correct record.

#### **28/25 To approve Draft Finance Terms of Reference**

Proposed by Councillor R Down, Seconded by Councillor S Adams. All in favour.

**RESOLVED:** That the Finance Terms of Reference have been approved by the Committee and will be recommended to the Full Council for adoption.

**29/25 To approve Draft Financial Regulations based on National Association of Local Councils template April 2024. (No amendments in 2025)**

Proposed by Councillor S Adams, Seconded by Councillor C Brown. All in favour.

**RESOLVED:** That the Financial Regulations have been approved by the Committee and will be recommended to the Full Council for adoption.

**30/25 To approve Draft Investment Policy**

Proposed by Councillor K Patay, Seconded by Councillor S Adams. All in favour.

**RESOLVED:** That the Parish's Investment Policy has been approved by the Committee and will be recommended to the Full Council for adoption.

**31/25 To approve Draft Reserves Policy**

Proposed by Councillor R Down, Seconded by Councillor K Patay. All in favour.

**RESOLVED:** That the Parish's Reserves Policy has been approved by the Committee and will be recommended to the Full Council for adoption.

**32/25 To approve Draft Financial Risk assessment**

Proposed by Councillor S Adams, Seconded by Councillor K Patay. All in favour.

**RESOLVED:** That the Financial Risk Assessment has been approved by the Committee and will be recommended to the Full Council for adoption.

**33/25 To approve Grant assessment and awarding policy for 2025**

Proposed by Councillor C Brown, Seconded by Councillor P Chapple. All in favour.

**RESOLVED:** That the Grant assessment and awarding policy for 2025 has been approved by the Committee and will be recommended to the Full Council for adoption.

**34/25 To approve reconciliation verifiers for this financial year as per section 2.6 of financial regulations. Can not be an account signatory.**

The Clerk would prefer to have 3 verifiers. Councillors K Patay and P Chapple can continue with Councillor R Jacobs agreeing to take on this role.

Proposed by Councillor R Down, Seconded by Councillor S Adams. All in favour.

**RESOLVED:** That Councillors K Patay, P Chapple and R Jacobs will take on this role for this financial year.

**35/25 Under 6.6 financial regulations to confirm monthly payments 2025**

The Committee noted that the direct debit to BT for £46.69 for telephone and broadband was currently the only regular payment for 2025-26.

**36/25 Reconciliation of Finances up to 17<sup>th</sup> June with report of finances against Budgets up to 17<sup>th</sup> June**

The Clerk produced and explained the financial report for the first 3 months of the year. There were no questions.

Councillor P Chapple signed the Reconciliation of Finances.

**37/25 Report from RFO regarding internal audit, annual Governance statement and Exercise of Electors rights**

As mentioned at the Full Council meeting on 5<sup>th</sup> June the internal audit has been completed without any issues raised. The Full Council has approved the Annual Governance Statement and Accounting Statement. The Clerk is working on and has almost completed the external audit. The Period of Public Rights of Publication will commence on 20<sup>th</sup> June for 30 working days and it will be on the website and noticeboard tomorrow. The audit will also be completed and sent off tomorrow.

**38/25 Date Next Meeting 21<sup>st</sup> August 2025**

Due to the Melplash Show on 21<sup>st</sup> August the next meeting will be held on the 28<sup>th</sup>.

**Meeting Closed 7.15pm**