

Minutes of the Meeting of Finance and Governance Committee held in Doggetts Barn on 9 October 2023 at 7:30 pm

Present: Cllrs. Angela Baker, Alan Layland, Stuart McGregor, Angela Read, Stephen Sumner (*Chairman*)
In attendance: Town Clerk; no members of the public and no members of the press.
The meeting started at 19:30

1 Apologies for Absence

Apologies for absence were received, noted and accepted from Cllrs Compton and Todd.

2 Declaration of Interests or Predetermination

None.

3 To Confirm the Minutes of the Finance Committee held on 24 July, 2023-012/01-02

Resolved: that the minutes of the Finance Committee meeting held on 24 July 2023 be duly signed by the Chairman of the meeting as a true and accurate record of the meeting; pages 2023-012/01-02.

4 Matters Arising from the Minutes for Report and Not Covered Elsewhere

Members noted recent activity reported, including delays with closing the Lloyds Bank account.

4.1 To note: Bank signatories for Barclays Account have been submitted and the mandate is currently being updated

Members noted the updated bank mandate and Bank Signatories had been submitted to Barclays; confirmation had been received and the individual signatories now needed to confirm their ID.

4.2 To note/update: Nomads Lease amendment/memorandum to reflect changes permitting Nomads to hire facilities to Chipstead

Noted.

4.3 To note: Budget 2024-25 preparations

Noted.

5 Financial Statement and Analysis of Receipts and Payments (Financial Reports Pack)

5.1 To ratify the expenditure up to 30 September 2023

Ratified: the expenditure to the 30 September 2023.

5.2 To approve the list of expenditure for payment up to 04 October 2023

Resolved: the the list of expenditure for payment up to 04 October 2023.

5.3 To receive the expenditure report for transactions over £500 for 01 July to 30 September 2023

Ratified: the expenditure over £500 between 01 July to 30 September 2023.

5.4 To receive the income report between 01 July to 30 September 2023

Ratified: income report between 01 July to 30 September 2023.

5.5 To receive the Financial I&E Budget Comparisons report to 30 September 2023

Members received the the Budget comparisons report up to 30 September 2023; and the I&E Accounts up to 31 August. It was noted the General Reserve at £259,435.46 with the second half

of the Precept yet to be included, and no earmarked reserve movement though some projects had been funded and yet to be processed; these were noted on budget comparisons report. Members,

Resolved: the Budget Comparisons to 30 September, and the I&E Accounts up to 31 August.

5.6 To receive the Consolidated Balance Sheet to 30 September 2023

Resolved: the Consolidated Balance Sheet to 30 September 2023.

5.7 To receive the Financial Summary Cashbook up 30 September 2023

Resolved: the Financial Summary Cashbook up 31 August 2023, and noted the report to 30 September 2023.

5.8 To confirm the Bank Reconciliation statements and Procurement Card for July and August

5.9 To receive the transfers report into, out of, and between bank accounts between 01 July to 30 September 2023

The report was not available due to staff shortages; it would be reported at the November Committee meeting.

5.10 To note and advise on invoices outstanding over 3 months

Members noted one invoice outstanding, Forge Singers for £60.

6 Other Financial business

6.1 AGAR Return: to receive the external auditor's report and note the Notice of Conclusion of Audit was published 27 September

Members noted the Annual Governance and Accounting Return (AGAR) had been received by the external auditor, and noted a 'clean' audit. The Notice of Conclusion of Audit was published 27 September.

7 Governance

7.1 Governance Risk Assessment Annual Review: To receive feedback on the annual review for the Council's Governance including Personnel, Finance, Buildings, Open Spaces

Members received and noted the Governance Risk Assessments which had been reviewed by Cllrs Sumner, Compton and the Town Clerk. Members noted no significant risks and,

Resolved: to confirm the Council's Governance Risk Assessments.

7.2 Internal Audit: To note this had been scheduled for early October and will now be rearranged together with Councillors Financial Procedures and Responsibilities training

Noted.

7.3 Terms Of Reference: To receive and approve some procedural updates to the TORs

Members noted some procedural and practical adjustments/changes to the Terms of Reference (TOR) and unanimously,

Resolved: to confirm and make recommendation to full Council to support the the amendments to the TORs.

7.4 Adult Safeguarding Policy: To receive and approve draft policy

Members noted the recent requests from Involve Kent (who fund the Games Club) to confirm the Council's Safeguarding Policy. A new policy has been drafted for consideration to help officers, staff and councillors with guidance on Safeguarding. It was also noted recent DBS checks for the Town Clerk, RFO and the volunteers of the Games Club. Members unanimously,

Resolved: to confirm the Safeguarding Policy for Adults and make recommendation to full Council to adopt this policy.

7.5 To Note: The External Health and Safety Audit is scheduled for early November

Noted.

8 Date of Next meeting - 20 November

Noted.

Meeting closed at 19:44