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Minutes of the Finance Committee Monday 13th May 2024
7pm

Present:- Cllr Swan, Cllr Beales, Cllr Wellard, Cllr Sheard, Cllr Roberts, Cllr Swetman, Cllr Love, Cllr Fox, Cllr Hodkins, Cllr Lee.

1. To receive and consider apologies for absence - Cllr Butterworth

2. To note declarations of Members' interests
None to report.

3. To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 15th April 2024

Proposed Cllr Swetman Seconded Cllr Fox

4. Public Question Time
No members of the public present.

5. To authorise the list of outstanding payments from April & May 2024

Due to the Clerk resigning and a Locum Clerk now being in situ, there will be a period of disruption in reporting on the accounts payable. The following invoices have been paid from the Unity Trust account from 26.04.24 – 14.05.24. Further updates on payments will be received at the full council meeting on 20th May 2024

scribe	118.8
scribe	414.72
recoded	60
recoded	1571
recoded	195
fuel	228.25
8x8	12
pozitive	56.65
SCC	1090
SPCA	586
BT	78.92

Graham the Lengthsman had taken his multi function tool to repair, and had asked for a replacement strimmer. The Chairman had authorised this as a matter of health and safety. The invoice would follow next month.

6. To note the bank reconciliation for April and May 2024
   No Bank Reconciliations were available for the new financial year as Scribe has not been updated, bank statements had not been received. Authorised signatories were to contact Unity Trust and obtain bank statements to enable Scribe to be updated.

7. To approve the appointment of the Internal Auditor for 2025
   Unanimously agreed to appoint Alan Topliss Associates.

8. To note the internal audit report for YE 2024 and plan for any improvement recommendations.
   The Locum Clerk had an internal audit meeting on Tuesday 14th May via Zoom. The Internal Auditor had requested several pieces of information, which were proving difficult to obtain. A progress report would be available at Full Council 20th May 2024

9. To note the Annual Governance Statement which will be presented at full Council meeting – The Clerk stated the importance of ensuring that any of the assertions with a No answer would require a full explanation as to how the situation would be rectified in the future.

10.

11. To note Annual Accounting statement which will be presented at full Council meeting.
    The Clerk presented the accounting statement which had been produced via Scribe and balanced.

12. To note the previous year's external audit recommendations
    Noted

13. To approve the employment of a Locum Clerk services.
    Dawn Plant had offered to help the Council with a limited amount of hours which she could fit around her other commitments. The Council unanimously agreed to employ Dawn as Locum for the same rate of pay as the previous Clerk.

Meeting closed at 8pm

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