



MINUTES OF MEETING OF FINANCE COMMITTEE
30 April 2024
09:30, Woolton Hill Church Hall

Chairman: Cllr Hurst (Chair)
Present: Cllr Rand, Cllr Titcomb
Clerk: Amy White

1. Welcome and apologies

Cllr Hurst welcomed everyone to the meeting.

2. Review of Minutes of last Meeting

The Minutes of the meeting held on 22 January were agreed and signed by the Chair, Cllr Hurst. There were no outstanding actions.

3. Review of EoY bank reconciliation, payments and receipts, bank statements

The Clerk explained the process of the bank reconciliation and bank statements and how these link to the AGAR form.

Committee recommended the AGAR, bank statements and bank reconciliation for approval at full council.

EWPC is a Trustee of East Woodhay Parish Recreation Grounds. It is not clear what the purpose of this charity is.

Action: Clerk to ask Cllr Donaghue to investigate via Charity Commission. Clerk to ask previous Chair of EWPC.

4. Review of Financial Regulations and Financial Risk Assessment

EWPC uses the NALC Model Regulations. These are satisfactory.

The Financial Risk Assessment is satisfactory but does require updating to align with Committee Terms of Reference.

Action: Clerk to send Risk assessment to Committees to consider risk within ToR remit and update next Financial meeting.

5. Review of Asset Register

Committee agreed with the Asset Register for 2023-24.

Action: Clerk to review insurance and whether war memorial is/should be insured.

6. Review of policies

The Grant Awarding and Reserve policies were approved (take out 3-12 month bit), The Risk Management policy will be reviewed next meeting.

7. IT

Currently the Clerk can only remove a person from the email forwarding .gov.uk system (via Invictanet), not from the gmail accounts. This led to a discussion on improved cyber security and the need for a policy.

Action: Cllr Rand to check whether there is HALC support for cybersecurity.

Action: Clerk to create/review a cybersecurity policy (to cover email/website etc) for discussion.

8. Review of finance for 23-24 for Annual Parish Meeting

Committee was happy to use the budget proposal and End of Year

Action: Clerk to add in finance figures for year end (from budget) for APM.

9. Clerk salary change

Cllr Hurst has sent a letter formally recording the Clerk's change in salary from SCP 19 to 21 now that she has achieved the CiLCA qualification. The committee approved the salary increase from 01 April 2024.

10. Financial Year on Scribe:

Committee approved that all finance data will now be reported from Scribe.

Committee recommends that the Clerk will be the administrator for Scribe in her capacity as RFO.

Actions from 30 April Meeting

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Action: Clerk to review insurance and whether war memorial is/should be insured.

Action: Cllr Rand to check whether there is HALC support for cybersecurity.

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Action: Clerk to add in finance figures for year end (from budget) for APM.

Next meeting early July, to include:

Financial Risk Assessment, Risk Management Policy, Cybersecurity Policy