



**MINUTES OF MEETING OF FINANCE COMMITTEE**  
**09 July 2024**  
**09:00, 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 30 April 2024 were agreed and signed by the Chair, Cllr Hurst.

**3. Actions arising from meeting held on 30 April**

- Clerk to ask Cllr Donaghue to investigate via Charity Commission. Clerk to ask previous Chair of EWPC. **Actioned**; Cllr Donoghue is pursuing this and will report back to full council.
- Clerk to send Risk assessment to Committees to consider risk within ToR remits and update next Financial meeting. **Actioned**. See item 6.
- Clerk to review insurance and whether war memorial is/should be insured. **Actioned**- a stone mason needs to provide an estimate; this will be pursued in October/November when Ashmansworth PC is getting its war memorial cleaned and the stonemason will be in the area.
- Cllr Rand to check whether there is HALC support for cybersecurity. **Actioned**- see item 6.
- Clerk to create/review a cybersecurity policy (to cover email/website etc) for discussion. **Moved to next meeting**.
- Clerk to add in finance figures for year end (from budget) for APM. **Actioned**.

**4. Review of 1<sup>st</sup> quarter spend vs budget and associated forecast**

Committee reviewed the Q1 figures from Scribe reports: it was agreed that EWPC is on target for Q1, with no current risk identified.

Some variations from budget have been identified which will be brought to full council for explanation. These are:

- Reserves difference- for Scribe accounts, the working reserve has been altered to match the AGAR box 7 statement from £10000 to £8894.

- Admin- changes have been made to the training/administration budget to account for administrative functions separated out in Scribe but not in the original budget e.g. Hugo Fox website admin and Scribe software. The budget amount for training/administration combined remains unchanged.
- Maintenance is £400 over budget  
**Action:** Cllr Rand will take the £400 maintenance overspend to the Amenities Committee to discuss whether savings can be made in other budget lines.
- The CIL process was discussed, with the focus on the uplift that should be generated by the EWPC NP. It was agreed the Planning Committee will clarify the BDBC process.  
**Action:** Cllr Titcomb to agree with Planning Committee who will investigate and manage the CIL process for EWPC.

**Action:** Clerk to add budget variation explanation to full council agenda.

#### **5. Audit- review of internal audit report**

- Savings Account: Cllr Titcomb will investigate a new savings account, including CCLA as recommended by the internal auditor.
- Phone: it was agreed that it was unnecessary for the Clerk to have a separate phone.
- Out of office: Whenever the Clerk is on holiday, the Out of Office will direct the email to Cllr Hurst if the enquiry is urgent.
- Access to systems: All required audit and legal documents are held on the Cloud.
- Banking- multifactor authentication is enabled on Natwest for the current account.
- The computer is backed up onto a hard drive every 3 months.
- As emergency back up to the Clerk, the chair of the council (at present Cllr Hurst) will have access to bank accounts via a sealed envelope of passwords.

**Action:** Clerk to add committee review of audit report to agenda for full council.

#### **6. Review of Financial Regulations, Financial Risk Assessment, Risk Management Policy**

Committee accepts the new model regulations.

The risk assessment was agreed to be satisfactory for the council and will be added to the website. It will be updated as and when any risks are identified.

**Action:** Cllr Rand will align the the Risk Management Policy to the Financial Risk Assessment for the next meeting.

**Action:** Clerk to make recommendations to Finance committee for approved spend per committee within model financial regulations.

**Standing items for next meeting: As above and to include risk review, Q2, cybersecurity policy.**

**Next meeting: 07 October 2024**

### **Actions from 09 July Meeting**

**Action:** Clerk to add budget variation explanation to full council agenda.

**Action:** Cllr Rand will take the £400 maintenance overspend to the Amenities committee to discuss whether savings can be made in other budget lines.

**Action:** Cllr Titcomb to agree with Planning Committee who will investigate and manage the CIL process for EWPC.

**Action:** Clerk to add committee review of audit report to agenda for full council.

**Action:** Cllr Rand will align the the Risk Management Policy to the Financial Risk Assessment for the next Finance committee meeting.

**Action:** Clerk to make recommendations to Finance committee for approved spend per committee within model financial regulations.