

Great Chart with Singleton Parish Council

Founded in December 1894

Minutes of the Meeting of the Finance Committee starting at 5.30pm on Wednesday 19th May 2021 at Singleton Village Hall

Present: Cllrs Darvill (Chair), Tate, P Barker & Wiffen
Aniko Szocs (The Clerk)

Meeting started at 5.30 pm

1. Apologies

Cllr McClintock

2. Declarations of Interest

2.1. Disclosable Pecuniary Interest – None

2.2. Other Significant Interests – None

2.3. Other Interests – None

3. Minutes of the Previous Meeting

The Minutes of the meeting held on 31 March 2021 were duly approved as a true record.

Proposed: Cllr P Barker	Seconded: Cllr Wiffen	Vote for: 4
Vote against: 0	Vote abstain: 0	Motion: Carried

4. Policies to consider

The committee reviewed the Finance Risk Management, Model Finance Regulations and Statement of Control documents. With the following amendments the committee agreed to recommend adopting them to the full council.

Statement of Internal Control: amend dates

Financial regulations:

- 1.14 remove “grant or a single commitment”
- 4.2. remove “for that class of expenditure”
- 4.4. remove “October”
- 5.2. remove “and together with the relevant invoices, present the schedule to council”
- 7.4. remove “confidential cash book”

Risk assessment and Management:

- Amendment to “Comply with HMRC requirements, change to “Salaries to be calculated seven days prior to the full council meeting”

- Amendment to Safety of staff & visitors: Remove “PC has moved to anew office”

Proposed: Cllr Wiffen	Seconded: Cllr Tate	Vote for: 4
Vote against: 0	Vote abstain: 0	Motion: Carried

5. Year End 2020-2021

The committee reviewed the budget against expenditure for the year ending 2020-2021. Cllr Darvill highlighted the figures brought forward to the next financial year for unfinished projects. The committee also looked at the Cuckoo Park funds and transferred -£2628 to balance the cost of work done in Cuckoo Park.

Due to the COVID pandemic a number of budget lines had not been spent, these sums will be allocated for the next year, and once circumstances permitting will be spent.

6. Date and Venue of next meeting

The next scheduled meeting of the Finance Meeting will be at Singleton Village Hall **Wednesday, 23rd June 2021** starting at 5.30 pm

The meeting closed at 18.40 pm

Signed by:

Chairman

Date: