

Carlton Parish Council

FOR THE ATTENTION OF MEMBERS OF THE FINANCE COMMITTEE

You are hereby summoned to attend the meeting of Carlton Parish Council Finance Committee on **13th June 2023 at 7.30pm** at **Carlton Methodist Church**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press may attend the meeting.

Helen Phillips - Clerk to Carlton Parish Council

Agenda

1. Election of Chair of Finance Committee

To elect the Chair of the Finance Committee for 2023-24

2. Apologies for Absence

To receive apologies for absence and consider the reasons for absence.

3. Declarations of Interest

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

4. Minutes of Finance Committee Meeting

To receive the approved minutes from the Finance Committee meeting held on 11th April 2023 for information. (pages 2-3)

5. Terms of Reference

To review the Finance Committee Terms of Reference. (pages 4-5)

6. Financial Regulations

To review the Financial Regulations (by email)

7. Financial Risk Assessment Policy

To review the council's Financial Risk Assessment Policy. (by email)

8. Accounting Records

i) To receive the Income and Expenditure and Budget Monitoring reports, and Bank Statements and Reconciliation for consideration up to the 31st May 2023.

ii) To receive a verbal update from the clerk regarding the council's savings account.

8. Cemetery

To receive a verbal update regarding the progression for the cemetery walls repairs.

9. Funding and Grants

To consider any applications received for community funding.

10. Date of next meeting: - Wednesday 19th July 2023 at 7.30pm.

Committee Members: Chair- Cllr Taylor. Cllr Clayton, Cllr Holmes, Cllr Land, Cllr Lowes & Cllr Quinn

Item 4.

Minutes for the meeting of the Finance Committee held on 11th April 2023 at 7.30pm at Carlton Methodist Church

Present: Cllrs Taylor, Land, and Quinn.

Attending: H Phillips - Clerk

61. Apologies for Absence

The committee received apologies and reason for absence from Cllr Lowes.

Resolved: That Cllr Lowes apology and reason for absence be accepted and approved.

62. Declarations of Interest

There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

63. Minutes of Finance Committee Meeting

The committee received the approved minutes from the Finance Committee meeting held on 14th March 2023 for information.

64. Financial Records 2022-23

The committee received the Income and Expenditure and Budget Monitoring reports, and Bank Statements and Reconciliation for consideration up to the 31st March 2023.

Resolved: That the Income and Expenditure, and Budget Monitoring reports, and Bank Statements and Reconciliation up to 31st March 2023 be approved.

65. Savings Bank Account

The committee received a verbal update from the clerk regarding the council's savings account, explaining that Virgin Money, the preferred provider do not have an appropriate savings account specifically for local authorities.

A discussion was held, and it was agreed that Cllr Land further explore account options with Virgin Money to hold the council's EMR funds.

Resolved: That Cllr Land further explore options for a second current account with the current banking facility provider be approved, and that she report to the council on 25th April 2023 to enable consideration.

66. AGAR

The committee received an update from the clerk regarding the Annual Governance and Accountability Return for 2022-23.

The clerk had completed all of the AGAR reports to enable the internal audit to be fulfilled on 20th April 2023 and the council to consider approval of the report at the meeting on 25th April 2023.

Recommendation: That the AGAR reports provided by the clerk be considered for approval.

67. Cemetery and Chapel

- i) The committee received a verbal report from the clerk regarding the progress of the outstanding work, for the chapel roof and memorial correction.

The required chapel roof repairs have been completed by the chosen contractor. The approved repairs to the two memorials are to be completed within the next two weeks; an update will be provided to the Cllrs by email as soon as completed.

- ii) The committee received a verbal update regarding the progression of funding for the cemetery walls repairs.

The clerk had spent some time considering the information relating to the Heritage Lottery Funding and is to continue to pursue this along with additional funding options for the cemetery wall repairs.

Resolved: That the clerk's verbal updates on the cemetery and chapel repair works be noted.

68. Funding and Grants

There were no applications received for community funding.

- 69. Date of next meeting:** - to be confirmed at the council meeting on 25th April 2023, scheduled for June 2023

Item 5.**Terms of Reference for the Finance Committee****1. Membership of the Finance Committee**

- 1.1. Membership of the Finance Committee shall comprise of at least five members of the Parish Council, with the clerk in attendance. Members to be reviewed and confirmed each year at the Annual Meeting of the Parish Council.
- 1.2. Any changes in membership of the Finance Committee after the Annual Meeting of the Parish Council shall be subject to approval at the next meeting of the Parish Council.
- 1.3. Quorum for the Finance Committee shall be three members. If the meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed.

2. Convening of Meetings

- 2.1. Ordinary meetings of the Finance Committee shall be convened by the clerk.
- 2.2. The convening of meetings shall be done in accordance with the Local Government Act 1972.
- 2.3. Extraordinary meetings of the Finance Committee shall be convened by the Chair of the committee.
- 2.4. The convening of Extraordinary meetings shall be done in accordance with the Local Government Act 1972.

3. Chairing of Meetings

- 3.1. The Chair of the Finance Committee shall be elected annually by the Finance Committee at the first meeting held after the Annual Meeting of the Parish Council.

4. Clerk to the Meetings

- 4.1. The clerk to the Parish Council shall act as the clerk of the Finance Committee.
- 4.2. The clerk shall minute the proceedings and resolutions of the Finance Committee in accordance with the Local Government Act 1972.

5. Approval of Minutes

- 5.1. The minutes of the meeting shall be approved by the Finance Committee at the next meeting and sent to the Parish Council for information and resolution of Recommendations.

6. Remit of the Finance Committee

- 6.1. The Finance Committee shall be delegated to act on behalf of the Parish Council in all matters concerning tendering, contracts and purchasing arrangements. (Standing Order 18)
- 6.2. The Finance Committee shall be empowered to determine fees to be charged by the Parish Council.
- 6.3. The Finance Committee shall be empowered to appoint an internal auditor on the Parish Council's behalf.

7. Responsibilities of the Finance Committee

- 7.1. The Finance Committee will consider and make recommendations to the Parish Council for its Reserves Policy.

- 7.2. The Finance Committee shall consider and make recommendations to the Parish Council for the annual budget, use of reserves and Precept requirement every year.
- 7.3. The Finance Committee shall monitor the income and expenditure of the Parish Council throughout the year, ensuring that the amounts concerned are consistent with approved budgets and that any shortfalls or expenditure in excess of budgets will not have an adverse effect on the Parish Council's overall financial position.
- 7.4. The Finance Committee shall monitor the income and expenditure of the Parish Council throughout the year, ensuring that Systems of Internal Control are implemented in accordance with proper practices.
- 7.5. The Finance Committee shall consider the reports of internal and external auditors, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed as soon as possible.
- 7.6. The Finance Committee shall regularly review banking arrangements, including the bank mandate, for safety and efficiency and make recommendations to the Parish Council.
- 7.7. The Finance Committee shall review all risks and risk assessments, ensuring any unacceptable risks or shortcomings in assessment are addressed as soon as possible.
- 7.8. The Finance Committee shall review annually the schedule of insurance cover to ensure that adequate levels of insurance, including fidelity, are maintained
- 7.9. The Finance Committee shall ensure that inspections of Parish Council assets are implemented and that any issues they identify are addressed.
- 7.10. The Finance Committee shall ensure that the Parish Council's Financial Regulations are reviewed annually, submitting any amendments to the Parish Council for approval.