



# TAKELEY PARISH COUNCIL

## Finance Committee

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### Minutes of the meeting held on Tuesday, 6<sup>th</sup> June 2023 at 10.00am in the Old School Community Centre

**Present:** Phill Bodsworth, Pat Burnett, and Sue Sprules

**In Attendance:** Jackie Deane, Locum Clerk/RFO

**23/1 Election of Chairman for the Civic Year 2023-24**

Cllr Bodsworth was proposed by Cllr Burnett, seconded by Cllr Sprules and duly elected as Chairman for the Civic Year 2023-24.

**23/2 Appointment of a Vice Chairman**

Cllr Sprules was proposed by Cllr Burnett, seconded by Cllr Bodsworth and duly appointed as Vice Chairman.

**23/3 Apologies for Absence**

Apologies were received and accepted from Cllrs Daykin and Backus.

**23/4 Minutes of the Last Meetings**

The minutes of the meeting held on 11th April were accepted as a true record (Proposed by Cllr Bodsworth and seconded by Cllr Sprules).

April and May 2022 minutes were signed at the meeting by Cllr Sprules.

**23/5 Internal Audit**

a) It was **RESOLVED** to approve the internal audit report and recommendations (proposed by Cllr Burnett and seconded by Cllr Sprules).

b) It was **RESOLVED** to move defibrillator funds to the main account and use the instant access interest-bearing account for excess funds from the current account (proposed by Cllr Burnett and seconded by Cllr Sprules).

**Action:** To check with Rialtas how to implement the resolution for future use of the instant access interest-bearing account).

**Action:** To budget for an increase in Earmarked Reserves Defibrillator to cover the renewal of the 2 x defibrillators in the next budget, to the sum of £3,000).

c) **RECOMMENDATION** to source quotes for potentially outsourcing payroll duties, for consideration at the next committee meeting and future Full Council meeting (proposed by Cllr Bodsworth and seconded by Cllr Sprules).

**23/6 Risk Assessment Review**

Arrangements were agreed for carrying out the risk assessment for 2023-24.

Last year's document will be circulated to all members of the committee. Cllr Sprules agreed to collate the comments and attend the office with the Clerk week commencing 26th June to prepare for 4th July committee agenda and agreement at Full Council 5th July.



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**23/7 AGAR for the External Audit**

Members discussed arrangements for completion of the AGAR and checked the drafts of Sections 1 and 2. Section 1 responses were discussed and agreed for the Clerk to complete and sign at the Full Council Meeting.

**Recommendation to approve** Sections 1 and 2 and for the Chairman to sign at the Full Council Meeting.

**23/8 Items for the Next Agenda**

Q1 budget review

Contracts and Regular Payments to be agreed for the year

Arrangements for transfer of funds to an interest-bearing account

Risk assessment for approval

Consideration of quotes for outsourcing salary and pensions administration

Items from the Full Council with a budgetary consideration

A 3-year financial plan

Review of Public Works Loans terms.

**23/9 Date of the next meeting**

The next meeting will be held on Tuesday 4th July 2023 at 9.30am in the Old School Community Centre.

The meeting closed at 11.52am.

Signed by the Chairman .....

Date .....