

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** held at the **ROYAL BRITISH LEGION HALL, GUILDFORD ROAD** on **THURSDAY 16 JUNE 2022** at 7.30 pm.

Committee Members present Councillors Tony Coomber (Chairman), Paul Chillman, Bob Hutton and Pat Tugwell

Non-committee members present Amanda Pick (Parish Clerk)

FG-49 ELECTION OF CHAIRMAN

Councillor Coomber was Proposed by Councillor Hutton and seconded by Councillor Tugwell

FG-50 ELECTION OF VICE-CHAIRMAN

Councillor Chillman was proposed by Councillor Tugwell and seconded by Councillor Hutton

FG-51 APOLOGIES

Apologies were received and accepted for Councillor Paul Howarth

FG-52 DECLARATIONS OF INTEREST

Councillor Tugwell & Councillor Coomber declared a non-pecuniary interest FG-58

FG-53 MINUTES OF PREVIOUS MEETING

The minutes of the last meeting are not currently available

RESOLVED: The clerk will request these from the previous Locum Clerk

FG-54 QUESTIONS FROM THE PUBLIC

None

FG-55 BANKING ARRANGEMENTS

(a) To agree changes to the bank mandate to add the Clerk and any new councillors as signatories and able to access online banking

RESOLVED: (i) the new Clerk, RFO plus Councillors Chillman, Howarth, Tugwell, Hutton to be added as signatories. Remove any previous Councillors (ii) RFO to chase Lloyds re access for Councillor Coomber.

(b) To agree changes to the credit card to issue a new card in the Clerk's name

RESOLVED: It was agreed the RFO should request a credit card in the Clerks name

(c) To agree the correspondence address for banking arrangements

RESOLVED: It was agreed the address for banking should be the RFO's address

(d) To complete and sign any paperwork related to changes agree on the above items

RESOLVED: It was agreed the Clerk and one of the Committee Cllrs can sign the paperwork

FG-56 FINANCIAL REPORTS

(a) Councillors approved the Payment List for period 1 April to 31 May 2022.

(b) The Income and Expenditure year to date (to 31 May 2022) was noted.

(c) The Bank Reconciliations for April and May 2022 were approved

FG-57 FINANCIAL YEAR END AND AUDIT UPDATE

(a) The internal audit was reviewed, and Councillors noted changes to the AGAR figures

(b) It was noted the Council need to develop a Risk Register

RESOLVED: A risk register will be developed by Councillor Hutton

(c) It was noted the Council need to develop an Annual Risk Assessment

RESOLVED: The need for a risk strategy has already been identified as is being considered within that, led by Councillor Hutton

(d) Councillors reviewed policies

RESOLVED: A report will be prepared in relation to the review which has taken place of the audit checklist.

(e) Contract of employment is required for all staff

RESOLVED: Exercise is underway with the HR Committee to ensure contracts of employment for all staff

(f) PAYE requirement

RESOLVED: The Clerk to ask RFO to ensure this gets paid

(g) The Council requires Asset Controls

RESOLVED: the need was noted and action the following records were available for public inspection.

FG-58

WIFI AT ROYAL BRITISH LEGION

To discuss email correspondence regarding cost of Wi-Fi at Royal British Legion Hall and agree any action

RESOLVED: RFO to confirm if the Council is paying for an additional line still.

FG-59

MATTERS FOR INFORMATION AND/OR FUTURE AGENDA ITEMS

The Clerk needs iCloud based access to the banking system, this will be added to the agenda to Full Council

Meeting closed at 21:27pm