


Minutes of the Fressingfield Parish Council Finance Committee meeting held as a 'Zoomed' meeting on 15/07/2020 at 7.30pm

Present: Councillors Tom Lindsay, Nick Stolls and Neil Venton.

Also in Attendance: Andy Parris, clerk to the council and responsible finance officer (RFO).

- 1 Election of the Chair of the council. NS was elected as Chair of the committee.
- 2 Apologies for absence: There were none
- 3 Members' declarations of interest: There were none
(NB Minutes of the previous meeting: The committee had agreed that the minutes of the previous meeting (03/03/2020) are correct during the full council meeting on 17/03/2020.)
- 4 To review the committee's terms of reference: These were deemed to be appropriate. The draft agendas for future meetings is a useful guide for the committee's activities during the year.
- 5 To review income and expenditure over the last quarter: RFO explained some of the changes to the MS Excel workbook that he uses for the council's accounts. Each committee member receives a copy of the of the workbook each quarter. To strengthen their understanding of the accounting procedures, one invoice was tracked through all stages of it being processed in the workbook. The committee also scrutinised several other payments and receipts. The committee was satisfied by the comprehensive nature of the workbook and with the control over income and expenditure that this gives the RFO. One councillor wanted to be able to work through payments and receipts in more detail away from the meeting.
RFO to see how this can be done.
The council compared income and expenditure to the expected figures for the first quarter. On the few lines where there is a significant discrepancy, this was explained by the RFO and is not a cause for concern. The committee is satisfied that the budget plan is meeting the needs of the council.
- 6 To review the procedure for staff performance reviews: The process was agreed without any changes. **TL and NV will arrange details with the clerk/RFO.**
- 7 To review the council's finance regulations: A few changes will be recommended to the full council as a result of this review.
RFO to clarify the meaning of Fin Regs 6.4.
- 8 To review cemetery charges: It was agreed that the charges need to be raised to be comparable to other local charges. To be discussed at the next meeting.
Clerk to find more information about local charges.
- 9 To set dates for future meetings: These will be 08/10/2020, 03/12/2020, 9/02/2021 and 01/04/2021.

The meeting closed at 9.15pm.

Signed: 
Nick Stolls

Chair. Date Jul 30, 2020






FinCom15072020

Final Audit Report

2020-07-30

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