

NOTICE OF MEETING

A meeting of the Finance Committee

will be held on Wednesday 17th July 2024 commencing at 18.00h

Pools and Gardens Ltd shop, Walkmills Farm, A38 Wychbold, WR9 0DH.

Venue Directions: travelling towards Droitwich on A38, first access on the right after M5 j5 – follow the drive and the shop is the first long brick building on the left-hand side. There is plenty of parking.

The meeting is open to members of the public who may ask questions during item 5 relating to matters on the agenda, however this is not an opportunity for open debate with the committee and will be managed by the committee Chair. If the meeting is required to discuss confidential matters relating to any of staff, legal matters or contractual commercial sensitivity, it will be closed to members of the public, as indicated at agenda item 12.

Summons

All members of the Finance Committee are summoned to attend this meeting to transact the business on the agenda set out below.

Gill Lungley 06/07/2024
Gill Lungley FSLCC, Clerk / RFO

Finance Committee members:
Cllr J Harrigan (Chair), Cllr N Edge, Cllr P Evans,
Cllr N O’Leary and Cllr S Howarth *ex officio*

AGENDA

1. Chair’s Welcome.
2. To note any apologies for absence.
3. To receive declarations of interest and decide upon any request for dispensation.
4. To approve the [minutes of the previous meeting](#) held 17/04/2024.
5. Public Participation – members of the public are invited to ask questions.
6. To agree the appointment of the Internal Auditor for 2024/25 accounts.
7. Review of the internal audit 2023/24 recommendations (page 2)
8. To agree the Quarterly Internal Control Checks template and appoint checkers (p3).
9. Monitoring of budget to actual receipts and payments to 30/06/2024.
10. To consider the grant application from the District Church Council for £500.
11. To note the Clerk / RFO’s update on outstanding matters.
12. **TO EXCLUDE MEMBERS OF PRESS AND PUBLIC (if deemed necessary)**
To resolve exclusion of the public and press for the remainder of the meeting on the grounds the business to be discussed involves the likely disclosure of confidential information as permitted by the Public Bodies (Admission to Meetings) Act 1960.
13. **Date, time and venue of next meeting – to be agreed.**

Agenda item 7.

Review of the internal audit 2023/24 recommendations

1. The Council considers and adopts the recently revised NALC model Financial Regulations (2024).
2. The Council reviews all of its financial administration and control systems building processes that are effective and deliver the requirements of Financial Regulations, JPAG proper practice, and the Councils risk management requirements.
3. The Council reviews all policies, and associated processes, ensuring these will deliver the intended outcomes, including effective control, transparency and the proper use of all resources, funds and assets.
4. The Council reviews its risk management arrangement to ensure the process identifies risks, develops and implements controls / mitigating actions, and systems ensure and evidences compliance. The Council also reviews risk registers at a frequency that offers and ensures on-going control assurance.
5. The Council builds on its initial Strategic Plan looking to include: aims and ambitions that are measurable, linking these to three-year financial planning / forecasting, and to assets management (use, revenue implications, longer term maintenance / replacement), and to the provision and use of reserves.
6. The Council reviews its administrative processes and financial systems, simplifying where appropriate, for example:
 - Reviewing the use of Scribe to ensure how it is structured and operated is effective, fit for purpose, and provides robust control and financial 'management' information.
 - Reviewing the arrangements that ensure the Council has access to / receives / considers, appropriate and adequate supporting information when, making decisions, approving, or adopting.
7. The Council reviews its function, and operating terms and arrangement, along with those of the Clerk/RFO; ensuring roles and responsibilities are clearly defined, understood and met. The operating terms for the Clerk (Proper Officer) and RFO allow the performance of the role; being responsible for the proper administration of the Council, ensuring that the statutory, and other provisions governing or affecting the running of the Council are observed.

**DODDERHILL PARISH COUNCIL – FINANCE COMMITTEE –
 FINANCIAL YEAR 2024-25, QUARTERLY INTERNAL CONTROL CHECKS
 QUARTER 1 (APRIL, MAY, JUNE 2024)**

Accounting System - Scribe; Internet Banking – Unity Trust Bank; RFO – G Lungley FSLCC

Bank Statement Numbers (range):		
Scribe Voucher Numbers (range):	Payments:	Receipts:
Scribe Voucher Numbers checked:	Payments:	Receipts:
Internal Control Check carried out by:		

Control Element	April 2024 (Minute ref if applicable)	May 2024 (Minute ref if applicable)	June 2024 (Minute ref if applicable)
Minutes (signed & on website)			
Bank Reconciliations checked against Bank Statements			
Scribe statement of budget -v – actual available to Council			
List of payments for approval provided to Council			
Invoices for payment made available to Council			
Risk(s) assessed?			
Assets Review completed?			
VAT reclaim completed?			
Insurance updated?			
Policy reviews up-to-date?			

Signed:	Date:
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(Separate comments sheet attached? Yes / No)