

# WELLESBOURNE & WALTON PARISH COUNCIL

**Minutes for a meeting of the Finance Committee of the Council on Tuesday 23<sup>rd</sup> May 2023 at 7.15pm at**

## **Wellesbourne Methodist Church**

Present: Chairman Cllr Mrs Bolton

Councillors: Mrs Prior, Shepherd

Clerk: Mrs Scriven

Finance Officer: Mr Thomas

Members of public: 0

### **1. Welcome**

### **2. Election of Vice Chairman**

Cllr AS was proposed, no other nominations were received	Prop Cllr RB 2 <sup>nd</sup> Cllr AP carried
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### **3. Confirmation of the order of the agenda** – addition item 2 Election of Vice Chairman and renumbering, item 12.3 Current state of Council funds with associated documents - agreed

### **4. Apologies received** - none

### **5. Identification of any items that might be resolved for confidential session-** item 13.1 Hardship fund - agreed

### **6. Declarations of interest** - none

### **7. Confirmation of the minutes of 28<sup>th</sup> March 2023** - agreed

### **8. Matters arising** (not included in the agenda)

**Risk Management policy** – Cllrs noted Aubergine should perform a quarterly audit and notify WWPC of any amendments/additions

Action: Remind Aubergine and request the schedule for audit and any amendments required	By Office
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### **9. Open session for members of the public to raise any matters of relevance to the Parish** - none

### **10. Consideration of Council documents**

#### **10.1 Financial Regulations** – Cllrs reviewed the Financial Regulations - agreed with amendments

Grants Policy – Cllrs reviewed the Grants Policy – agreed with amendments

New Community Events Grant – Cllrs considered this grant and as it had not been used it was agreed to cease the grant at the end of the current financial year.

Recommendation from the finance committee to cease the grant at the end of the current financial year	Prop Cllr AS, 2 <sup>nd</sup> Cllr RB carried
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Committee's Terms of Reference (TORs) – Cllrs considered the TORs – accepted with amendment

Action: Reissue amended policy documents for all Cllrs and Clerk/Asst Clerk/RFO	By Office
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### **11. Audits**

**110.1 Internal Audit** (number of and timing of visits) Cllrs considered the proposed timetable with the Clerk and RFO and agreed this was a useful tool for use each year with slight date adjustment.

**11.2 External Audit** – Cllr discussion and update on Year End - The RFO confirmed he was working on a final explanation document to go with the audited accounts for Cllrs and the External Auditor with the AGAR.

Recommendation that the AGAR and supporting documents be presented to Full Council for acceptance	Prop Cllr RB 2 <sup>nd</sup> Cllr AS carried
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### **12. Management Reports** (Please bring from 16th May meeting papers)

#### **12.1 Consideration of Management report** (March) - noted

#### **12.2 Commentary for March** – it was agreed that a new heading for cash flow forecast be added to the report

#### **12.1.3 Current state of Council funds** (CCLA/UT)

##### **12.3.1 £42,000 immediate obligations** – Cllrs received a breakdown of immediate expenditure - noted

##### **12.3.2 £20,000 Transfer** (last payment) - noted

##### **12.3.3 Balance of CCLA** – a balance of £716,266.73 was noted

##### **12.3.4 Combined balance of Unity Trust** – the combined balance of Unity Trust bank accounts was below £75,000 – noted

### **The Council went into Confidential session:**

Under Section 100A of the Local Government Act 1972, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under Paras 1 and 11 and Part 1 Schedule 12A of the said Act, that the public be excluded.

### **CONFIDENTIAL**

### **13. Hardship Fund Plan**

**13.1 Cllr discussion** - Cllrs agreed to approach Wellesbourne and Walton Community Cares about administering a hardship fund and to submit details of conditions for application to the Council for Cllrs consideration.

Action: Contact WWCC to discuss potential set up of a hardship fund and how this might be administrated	By Cllr Mrs Prior
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**14. Investment**

14.1 Consideration of draft Financial Strategy Policy – Cllrs considered the document – accepted with amendment

**15. Meeting Calendar**

15.1 Consideration of the timing of Finance Committee meetings – agreed with amendment

**16. Cllrs & Clerk exchange of information**

Cllr Mrs Prior asked the Clerk contact Greenbelt requesting an update on the Frost Road land transfer as no maintenance was being carried out on this land and the solicitor had not been able to progress the transfer.

**17. Date of next meeting –14<sup>th</sup> November 2023**

There being no further business to discuss, the meeting closed at 9.15pm

Chairman: Cllr.....

Signed.....

Date.....

(completed 24<sup>th</sup> May 2023)