



WARNDON PARISH COUNCIL

Minutes of a Meeting of the Finance Committee on 18th May 2020

Virtual meeting using Zoom, commenced 3.30 p.m.

Present: Cllrs. D Carney (Chair), A Cross, L Hodgson and R Norfolk

In attendance: Clerk

1. Apologies: none

2. Declarations of Interest: none disclosed

3. The minutes of the previous meeting on 19th November 2019 were approved, proposed by Cllr. Hodgson, seconded by Cllr. Norfolk and all present agreed.

4. Terms of Reference for the Finance Committee

The Clerk recommended that the minimum membership is increased from three to four and quorum from two to three elected members, in line with Standing Orders, and that Main Council is changed to Full Council. The changes were agreed and recommended to the next Full Council meeting for approval, proposed by Cllr. Hodgson, seconded by Cllr. Norfolk and all present agreed.

5. Financial Regulations

The proposed changes to the Financial Regulations were agreed and recommended to the next Full Council meeting for approval, proposed by Cllr. Cross, seconded by Cllr. Norfolk and all present agreed.

It was noted that the lockdown had caused a delay in obtaining hardcopy signatures on documents. The Clerk was asked to liaise with Cllr. Hodgson regarding the next quarterly accounting check; this could be done remotely and documents scanned.

6. Financial Risk Assessment

After discussion, the Clerk was asked to update the Risk Assessment as follows:

- Insert a new heading and mitigating actions to cover the risks associated with a 'Major Event / Disaster', such as the current Covid-19 pandemic.
- Financial 2. Fraudulent Act by Clerk or Councillor(s) – add quarterly accounting checks to Actions.
- Financial 3. Withdrawal of Council Tax Grant by WCC – strike out risk as payment appears to be automatic and is only a small percentage of overall funding.
- Operational 1. Resignation of the Clerk / RFO – reduce from medium to low risk.

With these changes, the Risk Assessment was agreed and recommended to the next Full Council meeting for approval, proposed by Cllr. Hodgson, seconded by Cllr. Norfolk and all present agreed:

7. Internal Audit 2019/20 feedback

It was noted that the Internal Audit 2019/20 was complete; the Auditor was satisfied that the internal control objectives had been met and there were no weaknesses to report.

8. External Audit 2019/20 process

The draft AGAR 2019/20 was received, previously circulated by the Interim Clerk. It was noted that recent regulations had extended the statutory audit deadlines for 2019/20 because of the coronavirus/covid-19 pandemic and lockdown. The Clerk confirmed that the Annual Governance Statement and Accounting Statements 2019/20 would be presented to the next Full Council meeting for approval and then submitted for External Audit.

9. Date of the next monthly meeting – to be agreed

The meeting closed at 4.00 p.m.

Signed
Chairman

Date