



**Minutes of meeting of the Finance and Risk Committee of Farnsfield Parish Council  
held at 7pm on Tuesday 10<sup>th</sup> May 2022**

Present: Cllrs. Westbury, K Clarke, Puddephatt, Dennis and Purcicoe

Also Present: V Arkell (Clerk & RFO)

In the absence of I Clarke, Cllr Purcicoe was voted as chairman of the meeting

F22.1 To receive any apologies for absence

**Cllr I Clarke – the Committee accepted the apologies**

F22.2 To receive any declarations of interest

**No apologies for absence**

**Items to receive or note**

F22.3 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda

**No comments or questions were made from the public in attendance**

F22.4 The Q4 audit findings

**The Committee noted the Q4 audit and had no further questions or queries**

**Items to approve**

F22.5 To accept the 8<sup>th</sup> March F&R Committee meeting minutes as accurate and to update on any outstanding tasks agreed at the previous meeting

**The Committee accepted the minutes as accurate, there were no outstanding tasks**

**Items to discuss and agree a course of action:**

F22.6 The Risk Management Register/Scheme and the high risks to be resolved in 2022-23

**The Committee discussed the high risks that the Council should aim to reduce or eliminate in 22-23. The Committee had concern that some of the bank accounts are still over the 85k FCCS protection limit, however also discussed that there is no way to eradicate or lower this risk at this time and, this should resolve itself after the payment of Hadleigh Park renovation project is completed and paid for. The Committee accepted the Risk Management Scheme for 22-23.**

F22.7 The March 2022 Village Centre Risk Assessment and further risk assessments to be completed

**The Committee resolved to send staff on any courses required to ensure the risk to staff is low within the Village Centre Risk Assessment – [the Clerk to organise and to update the staff training records as the courses are completed](#). The Committee were confident that a Pavilion Risk Assessment had been conducted recently – [The Clerk to try to find this within the records](#)**

**F22.8 Updates to the Financial Regulations to be recommended to Full Council**

**There were no updates suggested by the Finance and Risk Committee**



F22.9 The 2022-2023 budget and projects to be completed in 2022-23

**The Committee discussed the projects where funding was raised in the budget to be completed in 22-23. The notice boards have now been painted and the goals installed at Wilson's Field. The shelter has been removed to be refurbished and the target hardening is due to be started next week (16<sup>th</sup> May) and the other outstanding project is the improvements to Lady Goodwin Park – The Finance & Risk Committee Chairman to remind the Council of this at the next Full Council Meeting**

F22.10 The discharge of the best kept village reserves

**The Committee discussed the money held including the source and the reason it was donated to the Council. The Committee would like for the Full Council to discuss the funds and how they should be spent. This agenda item is to be added to the June 2022 Full Council agenda for discussion**

F22.11 The internal audit findings

**The formal internal audit report was not received for the meeting. The Committee received section 1 of the AGAR that was completed by the internal auditor and the Clerk reported comments made by the auditor**

F22.12 The asset register and the process for updating the asset register throughout the financial year

**The Committee resolved that the asset register will be formally reviewed by Full Council in March and September and for the Clerk to keep the register up to date in between those times. The register will be added to the website after the March and September meetings.**

F22.13 To agree the date of the next meeting

**The Committee agreed the next meeting to be held on 12<sup>th</sup> July 2022**

F22.14 Items for future Agenda

**None**

**Minutes of meeting of the Finance and Risk Committee of Farnsfield Parish Council  
held at 8pm on Tuesday 12<sup>th</sup> July 2022**

Present: Cllrs. Westbury, K Clarke, Puddephatt, Dennis and Purcicoe

Also Present: V Arkell (Clerk & RFO)

*Cllr Westbury opened the meeting as the Chairman was not in attendance. Cllr Westbury was nominated and seconded as chair of the meeting.*

*The Council resolved for Cllr Westbury to chair the meeting*

F22.15 To receive any apologies for absence

**Cllr I Clarke sent his apologies for being late and hoped to make it to the meeting**

F22.16 To receive any declarations of interest

**None**

**Items to receive or note**

F22.17 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda

**No public were present**

F22.18 The Q1 audit findings

**Cllr I Clarke was not in attendance to present the Q1 audit findings. The Clerk to request that Cllr I Clarke emails the Q1 finding to the finance committee**

**Items to approve**

F22.19 To accept the 10<sup>th</sup> May F&R Committee meeting minutes as accurate and to update on any outstanding tasks agreed at the previous meeting

**The Committee resolved to accept the minutes as accurate**

**Items to discuss and agree a course of action:**

F22.20 The 2022-2023 budget status and spend to date

**The Committee reviewed the budget spend and found no cause for concern. The Clerk to investigate if reserves can be coded separately to make the budget analysis easier to understand.**

F22.21 CIL and S106 spend status

**The Clerk reminded the Committee of the S106 and CIL that is required to be spent in the next 12 months. The CIL is allocated to the wheeled facility which will be spend on time if there isn't a significant delay on the project. The Clerk also explained that there is 7k of S106 funding that is required to be spent by February with no current allocation of spend.**

**The Clerk/F&R Chairman to highlight this to the Council at the next Full Council meeting**

F22.22 The internal financial control procedures and review of the financial control statement

**The Committee resolved to adopt the financial control statement as presented**

**The Clerk to publish**



F22.23 The frequency that a Fire Risk Assessment of the Village Centre should be carried out  
**The Committee resolved to skip the FRA for this year as there was very few items of significance that were highlighted 12 months ago and no changes have been made to the Village Centre in that time. The Committee to review if it should be carried out this time next year**

F22.24 Review the ongoing high risks to be reduced during 22-23  
**The Clerk stated that the protection of access to assets is still a high risk that needs resolving. The other high risk to monitor is the VAT – the Clerk to continue to monitor this and report back to the Committee**

F22.24 Items for future Agenda  
**None**

**Minutes of meeting of the Finance and Risk Committee of Farnsfield Parish Council  
held at 6:45pm on Tuesday 4<sup>th</sup> October 2022**

Present: Cllrs. I Clarke, Westbury, K Clarke, Dennis and Purcicoe

Also Present: V Arkell (Clerk & RFO)

F22.25 To receive any apologies for absence

**Cllr Puddephatt sent her apologies, the Committee resolved to accept the apologies**

F22.26 To receive any declarations of interest

**None**

**Items to receive or note**

F22.27 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda

**Members of the public were given the opportunity to ask questions to the Finance and Risk Committee about items on the agenda**

F22.28 The Q1 audit findings

**The completed audit was previously circulated, Cllr I Clarke explained that there were no concerns highlighted during the Q1 audit**

**Items to approve**

F22.29 To accept the 12<sup>th</sup> of July Finance & Risk Committee meeting minutes as accurate and to update on any outstanding tasks agreed at the previous meeting

**The Committee resolved to accept the minutes as accurate**

**Items to discuss and agree a course of action:**

F22.30 The summary of Council Risk Assessments and the updated Pavilion and Village Centre Risk Assessments for 2022 with highlighted issues to resolve were previously circulated. The Committee resolved to request all Pavilion users take extra care to keep the space clean and tidy and for the Clerk to look to hire a cleaning service to clean the Pavilion once a month to assist with keeping the space hygienic

F22.31 The 2022-2023 budget status and spend to date

**The Committee had no concerns with the budget spend to date and were pleased to see the steady income provided by the Council facilities**

F22.32 CIL and S106 spend status

**The Committee discussed the spend status and had no concerns, the Clerk is to continue to remind the Council each month of the dates of spend for each ear marked reserve to ensure append deadlines are met**



F22.33 Review the ongoing high risks to be reduced during 22-23

- a. Update on the research into the access of village facilities via Cotton Mill Lane  
**The Committee discussed the risk and resolved that the risk needed amending slightly to add the risk of breach of deed if the recreational facilities don't continue on the land** **The Clerk to amend before the updated risk management scheme is presented to Full Council in November**
- b. VAT overview  
**The Clerk informed the Committee that this risk has now lowered due to the VAT being analysed regularly and that the average over the past two years is low. The Clerk to highlight to the Council VAT issues when future projects come up where VAT could be a concern**

F22.34 The bank account interest rates and the potential movement of funds

**The Committee resolved to suggest to the Council that 40k is moved from Nationwide to Unity Trust to even out the funds in each account, so they remain protected by the Financial Services Compensation Scheme**

F22.35 The first draft of the 2023-2024 budget

**The Committee discussed the draft budget. The Committee suggested to raise the election costs through the precept. The Committee resolved to move the draft to the Full Council for discussion**

F22.36 Items for future Agenda

**Q2 Findings**

**Minutes of meeting of the Finance and Risk Committee of Farnsfield Parish Council  
held at 8:00pm on Tuesday 10<sup>th</sup> January 2023**

Present: Cllrs. I Clarke, Westbury, K Clarke, Puddephatt, Dennis and Purcicoe

Also Present: V Arkell (Clerk & RFO)

F22.37 To receive any apologies for absence

**None**

F22.38 To receive any declarations of interest

**None**

F22.39 10 minutes for the public to comment and ask questions about agenda items or items to be considered for a future agenda

**No members of the public chose to speak**

F22.40 Correspondence received

**Correspondence will be addressed within items on the agenda**

F22.41 The Q2 audit findings

**The Committee noted the Q2 audit findings and had no further questions**

F22.42 To accept the 4<sup>th</sup> of October Finance & Risk Committee meeting minutes as accurate

**The Committee resolved to accept the minutes as accurate**

F22.43 The 2022-2023 budget status and spend to date

**The Committee noted the budget and commented that it was on track, no action was recommended**

F22.44 CIL and S106 spend status

**The Clerk gave an overview of the planned spend of the S106 and CIL that was due to expire in the next 6 months. The Finance Committee were satisfied that planned projects were in line with the deadlines of the funds**

F22.45 To recommend to Council, an internal auditor to perform the formal internal audit

**The Committee resolved to recommend the same internal auditor as the previous year**

F22.46 To agree the precept request to be recommended to Council

**The Committee discussed all the scenarios presented by the Clerk. The Committee resolved that Scenario 4 at a 0% increase should be recommended to full Council**

F22.47 Safety procedures for events organised by Farnsfield Parish Council

**The Committee reviewed the document and resolved to use the document for the next event and add on to the document as required. [The Clerk to reformat into a checklist](#)**

F22.48 Grant funding and applications:

a. The way funding is applied for from the Council

**The Committee resolved that all funding must be applied for using an application form, verbal and email requests will not be considered**

b. The introduction of a non-capital grant/donation application form and a review of the capital grant application policy

A draft of each application form was previously circulated. The Committee resolved to approve both application forms. **The Clerk to publish and circulate create a “promotional” piece outlining funds available**

- c. The Councils liability for events that it has funded towards  
**The Clerk found that the Council was not liable for any events that funding had been granted towards. The Committee however felt that they had a responsibility to ensure any events that funding is awarded did have the correct licences and permission. The Clerk to add a section into the grant application that requests copies of any statutory road closure, licences and permission required to hold the event. To ensure this is possible, the grant application must be submitted at least 8 weeks prior to the event**
- d. Online application  
**The Council resolved to create online versions of both application forms. Cllr Westbury to action**

F22.49 The consideration of the grant application from Farnsfield Methodist Church  
**The Council had been previously advised by NALC that giving funding to places of worship was not recommended. Following this advice, the Committee resolved not to award the funding requested by Farnsfield Methodist Church. The Clerk to notify the Methodist Church**

F22.50 Items for the future agenda  
**None**