## STOKE SUB HAMDON PARISH COUNCIL



MR NEIL BLOOMFIELD, PARISH CLERK. 45 PAULLS CLOSE MARTOCK Somerset TA12 6DE Tel: 07545 951 917 E-mail: clerk@stoke-sub-hamdon-pc.gov.uk

# MINUTES OF FINANCE & RESOURCES COMMITTEE MEETING TUESDAY 18<sup>TH</sup> JULY 5PM. THE LIGHTHOUSE, WEST STREET

#### **PRESENT:**

Cllr Middleton(Chair)
Cllr L Foley,
Cllr Phillips,
Cllr Merrick,
Mr N Bloomfield(Clerk)

FC/23/01 Announced the meeting was being recorded

FC/23/02 Apologies for absence

No apologies received.

FC/23/03 Declarations of interest

Standing declarations apology

FC/23/04 No members of the public present

FC/23/05 COMMITTEE STRUCTURE & MEMBERSHIP

Resolution of full council 21.3.23 to change from working group to committee noted. 2 committee vacancies noted.

A draft scheme of delegation was discussed which included terms of reference (TOR's) for committees, committee membership, calendar of meetings, committee responsibilities and delegated authority where appropriate.

<u>Proposed</u>: Scheme of Delegation be submitted to Full Council with recommendation for approval.

Prop. Cllr L Foley

Sec. Cllr Middleton Agreed Unanimously

FC/23/06 TERMS OF REFERENCE

To form part of FC/23/05

FC/23/07 CALENDAR OF FUTURE MEETINGS

<u>Proposed</u> the committee meet on every 3<sup>rd</sup> Tuesday with additional

budgetary meetings as required.

Prop Cllr Middleton Sec Cllr Merrick

Agreed Unanimously

#### FC/23/08 REVIEW OF BUDGET LINES

All budget lines were as anticipated and would be monitored monthly.

Prop Cllr Foley Sec Cllr Middleton

Agreed unanimously.

#### FC/23/09 CONSIDER ANY VIREMENT REQUIREMENTS

No virements required.

Prop Cllr Foley Sec Cllr Middleton

Agreed unanimously.

### FC/23/10 BANK/BUILDING SOCIETY ACCOUNTS

Clerk to ascertain signatories to:

Cambridge & Counted Building Society Account &

Melton Building Society accounts as not currently known.

Prop Cllr Middleton Sec Cllr Merrick

Agreed unanimously.

#### FC/23/11 ACCOUNT SIGNATORIES

To be confirmed by Clerk

#### FC/23/12 ACCOUNTING SOFTWARE

Clerk to bring a formal proposal to full council for consideration.

#### FC/23/14 INTERNAL AUDITORS REPORT

It was noted that council had asked the committee to consider the report and make recommendations for an action plan to be presented to council in September.

Resolved by full council a 3-year audit of financial years 2019/2020, 2020/2021 & 2021/2022 was delegated F&R to progress.

RESOLVED That 'Do the Numbers Ltd' be asked to carry out the audit as stated:

"To verify funding decisions made, virements between budget lines, including to/from unallocated reserves, the purpose, appropriate use of budget line, date agreed and authority".

Prop Cllr L Foley Sec Cllr Middleton

Agreed unanimously.

Meeting closed 6.35pm