



**Minutes of the Finance & Governance Committee meeting held at 7pm on Thursday 18th July 2024
in the Windrush Room at The George Moore Community Centre**

Those Present: Cllr A Roberts (Chairman), Cllrs S Coventry, A Davis, B Hadley, M Samuel, L Wilkins.

In Attendance: S Henley (Clerk).

Members of Public: None present.

The meeting started at 19.09 hours.

Public Session: None present.

- 1) Apologies for absence. There were none.
- 2) Declarations of Interest. There were none.
- 3) Approval of draft minutes
 - a) Finance & Governance Committee held on 18th April 2024.
 - b) Extraordinary Meeting of the Finance & Governance Committee held on 12th June 2024.The Committee RESOLVED that both sets of minutes were a true record and were signed by the Chairman.
- 4) Matters Arising:
 - a) Credit limit for Lloyds Bank Multipay cards: This had been amended to £1,500 per card.
 - b) Unity Trust bulk payments system. The system was in use but issues with display of payments for approval had not been rectified by the bank, despite being reported on more than one occasion by the Clerk. The Clerk to ask about a reduction in costs until the service had been improved.
- 5) Financial Reports: To review and approve the following Q1 Financial Reports April-June 2024 and agree any virements required.
 - a) Summary Report (Paper 1a): This was noted and the Clerk/RFO reported that some expenditure from Admin code 1080 IT had been reallocated to 21031 Microsoft 365 since the report was created. In addition, the £2k elections budget had been moved into the earmarked reserve as per the budgeting intention. The Committee RESOLVED to approve the report.
 - b) Detailed Cost Centre Report (Paper 1b): The Committee RESOLVED to approve the report.
 - c) Reserves Report (Paper 1c): The Committee RESOLVED to approve the report.The Committee RESOLVED to ask the GMCC Committee to review the Asset Register for items requiring replacement at their next meeting. A suitable sum of money to be added to a new earmarked reserve to fund the future replacement.
The Committee RESOLVED that a transfer of £3,500 should be made from General Reserves into the Tree works Earmarked Reserve in anticipation of tree works identified in the tree survey.
- 6) Quarterly Internal Checks:
 - a) Q4 (Jan-Mar 2024) (Paper 2): To review completed checks and agree any further actions required: Cllrs Coventry and Roberts completed the checks on 7th May. Two issues were raised:
 - (i) Clerk/RFO and Chairman both to sign the bank reconciliation report in statement folder.
 - (ii) One cheque was unused which pre-numbered others used in the book. This to be used for the next cheque issued.The above were noted and the Committee RESOLVED to approve the report.
 - b) To agree arrangements for Q1 checks (April-June 2024). Cllrs Roberts and Samuel on Tuesday 13th August at 10am.
- 7) Date of Next Meeting:
 - a) Extraordinary Finance & Governance Meeting to review policies at 7.30pm on Monday 12th August 2024 in the Windrush Room
 - b) Quarterly Finance & Governance Meeting at 7pm on Thursday 17th October 2024 in the Salmonsbury Room, The George Moore Community Centre.

There being no further business the meeting closed at 19.40 hours.