



**Minutes of the meeting of the Finance and Governance Committee held in the Committee Room  
Community Centre, Eskdale Road on Tuesday 13<sup>th</sup> February 2024**

**PRESENT:** Councillors S Kirve (Chairman), G Shrivastava, D Smith, and P Wood.  
Cllr Shanahan was also present.  
Clerk: Tony Skeggs

Residents: None.

<b>F24/01</b>	<b>APOLOGIES</b> – Apologies were received and accepted from Cllrs Hudson and Wood.	
<b>F24/02</b>	<b>DECLARATION OF INTEREST</b> – There were no new declarations of interest.	
<b>F24/03</b>	<b>MINUTES OF PREVIOUS MEETING</b> The minutes of the Finance and Governance Committee meeting held on 10 <sup>th</sup> October 2024 were <b>AGREED</b> as a true and accurate record after the actions list had been reviewed.	
<b>F24/04</b>	<b>2022/23 INTERNAL AUDIT OBSERVATIONS</b> The clerk presented the 2022/23 Internal Audit Observations which showed the present position on the actions required following the 2022/23 audit. All the audit comments had been actioned. The comment against E2 was amended to include the Royal Bank of Scotland. The updated Audit Observations report was <b>NOTED</b> . Cllr Shrivastava proposed that the Parish Council should consider changing auditor’s as the current auditor had been in place for at least 6 years. This was <b>AGREED</b> .	Clerk
<b>F24/05</b>	<b>INTERNAL CONTROL DOCUMENT</b> The clerk presented the Internal Control document for consideration and highlighted two changes in section 3.4. Banking Arrangements. After reviewing the document, the two changes below were <b>AGREED</b> : <ul style="list-style-type: none"> <li>• Insert Chair of Finance &amp; Governance Committee.</li> <li>• Amend £300 to £500.</li> </ul> It was proposed by Cllr Shrivastava that the Internal Control Monitoring calendar be removed from the document and become a regular item on future agendas. This was <b>AGREED</b> .	
<b>F24/06</b>	<b>FIXED ASSETS</b> The clerk presented the Asset Register and highlighted the main change related to the new play area which was completed in May 2023. After reviewing the register, the following points were made: <ul style="list-style-type: none"> <li>• Change column description from “Disposals” to “Written Off”.</li> <li>• The breakdown of items 1 and 2 to be clarified.</li> <li>• The insurance value of the play equipment needed to be updated.</li> <li>• Consider reviewing the CCTV software as the current system is 5 years old.</li> <li>• Consider reviewing the “Laptop Terms and Condition of Use” policy.</li> </ul>	Clerk
<b>F34/07</b>	<b>FINANCIAL MONITORING</b> The clerk presented the financial monitoring statement as at the 31 <sup>st</sup> January 2024. After consideration the following forecasts were amended: <ul style="list-style-type: none"> <li>• New Homes Bonus Grant – Reduced from £85,000 to £25,000.</li> <li>• Neighbourhood Plan – Reduced from £40,000 to £10,000.</li> <li>• Legal Fees – Increased from £3,000 to £10,000.</li> <li>• Community Centre Maintenance – Reduced from £10,000 to £5,000.</li> <li>• Marsh Lane Burial Ground Works - Reduced from £81,000 to £21,000.</li> </ul>	



	<ul style="list-style-type: none"> <li>Streetlights Testing - Reduced from £5,000 to £0.</li> <li>Parking Review Project - Reduced from £20,000 to £12,000.</li> </ul> <p>The financial position was <b>NOTED</b>.</p>	
<b>F24/08</b>	<p><b>TREASURY DEPOSITS</b></p> <p>The clerk informed the meeting that the Liquidity Manager Account with the NatWest was now operational and £84,600 had been transferred from the Lloyds account. There had been a problem applying for online access, so a second application was required. The decision to open the branch-based Skipton BS account was reviewed, after consideration it was proposed by Cllr Kirve and seconded by Cllr Smith that a 95-day notice Liquidity Manager Account with the Royal Bank of Scotland be opened. This was unanimously <b>AGREED</b>. Cllrs Kirve and Shrivastava to be named on the account and both signatures are required to manage the account.</p>	Clerk
<b>F24/09</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting would be on 9<sup>th</sup> April 2024.</p>	

The meeting closed at 8.22pm.

Signed: \_\_\_\_\_

Date: 9<sup>th</sup> April 2024

Action List

Date	Minute	Description	By Whom	Status
13/06/23	23/08b	Circulate asset listing per ward to Councillors	Clerk	In Progress
13/06/23	23/08b	Councillors to verify assets in their Wards	Councillors	Outstanding
10/10/23	23/22	Write to Grounds Maintenance Contractor	Clerk	In Progress
13/02/24	24/04	Investigate Change of Internal Auditor.	Clerk	
13/02/24	24/06	Update Asset Register.	Clerk	Completed
13/02/24	24/08	Open RBS Liquidity Deposit Account.	Clerk	