

**Minutes of the meeting of the Finance and Governance Committee held in the Committee Room
Community Centre, Eskdale Road on Tuesday 11th February 2025**

PRESENT: Councillors Kirve (Chair), Shrivastava, Smith, and Wood.
Clerk: Tony Skeggs Residents: None.

F25/01	APOLOGIES – There were no apologies.	
F25/02	DECLARATION OF INTEREST – There were no new declarations of interest.	
F25/03	MINUTES OF PREVIOUS MEETING The minutes of the Finance and Governance Committee meeting held on 5 th November 2024 were AGREED as a true and accurate record.	
F25/04	2023-24 INTERNAL AUDIT OBSERVATIONS The clerk presented the 2023/24 Internal Audit Observations which showed the present position on the actions required following the 2023/24 internal audit. All the audit comments had been actioned apart from E3, review of fees & charges, and G1, review of staff contracts. It was AGREED that the fees & charges would be submitted to the next Communities Committee and that Cllr Kirve would arrange a meeting of the Staff Working Group. The updated Audit Observations report was then NOTED .	Cllr Kirve
F25/05	INTERNAL CONTROL POLICY The clerk presented the Internal Control document and Monitoring statement for consideration. After reviewing the document, the document as presented was AGREED . The Internal Monitoring statement was then reviewed. It showed that the two items identified in the audit observations report, review of fees & charges, and review of staff contracts had not been carried out. The statement was NOTED .	
F25/06	RISK REGISTER There was a requirement to review the risk register at least once a year to ensure compliance with regulations. The last time had been in March 2024. The following points were considered and AGREED : <ul style="list-style-type: none"> • Fin 7 – Need to identify “Last Recourse” institutions in case reserves / insurance do not cover the loss. • OPS 2 – Need to set as default saving of documents to One Drive. • Strat 1 – This needed to be updated to note that it would be discussed at the next PC meeting on the 18th February 2025. • Strat 2 – To be updated to indicate that the use will come from Strat 1 risk. • Staff 1 – Risk rating to be set to Amber. • Staff 4 – Simple door locking system for office and fire hammer to be purchased. • Strat 7 – Risk rating to be set to Amber and meeting to be arranged before 31 March 2025. • Coun 5 – To be updated to reflect the May elections and the possibility of losing existing councillors, who may not be replaced. Better representation on committees and distribution of project work to prevent burn out. • Coun 6 – The word “establish” to be changed to “maintain”. • Legal 1 – To be updated to reflect that the Privacy Statement has been done. • Legal 4 – Introduce a mechanism to test that Councillors have read and understood the PC’s policies. • Legal 7 – This was updated to reflect the use of the quarterly e-newsletter and social media. • NPlan 1 – The “likelihood” risk was set to High to reflect the current position of the Plan. The PC was waiting for a response from Buckinghamshire Council before it commits to endorsing the Plan. 	



F25/07	<p>ASSET REGISTER</p> <p>The Clerk presented the Asset Register and reported that the asset verification task had been completed during August 2024. He then highlighted the changes relating to the Street Furniture section. The changes are shown below:</p> <ul style="list-style-type: none"> • Write off of wooden bus shelter on Wendover Road. • Installation of two new bus shelters, on Wendover Road and Risborough Road. • Installation of two village gate signs on Lower Road and Wendover Road. • Purchase of a solar powered MVAS. • Installation of a wooden climbing wall in Eskdale Road playing field. <p>After reviewing the register it was proposed by Cllr Kirve, seconded by Cllr Smith, that the register be accepted. This was AGREED.</p>	
F25/08	<p>FINANCIAL MONITORING 31 JANUARY 2025</p> <p>The Clerk presented the financial monitoring statement as at the 31st January 2025. It was noted that all income expected in the year had been received. After consideration the following forecast was amended:</p> <ul style="list-style-type: none"> • Parish Improvement Plan – Reduced from £10,000 to £0. <p>The forecast position showed a £7,920 deficit against a budgeted deficit of £42,150. It was AGREED that once the final year end position was known that an explanation of the variances should be produced for residents. There were no further comments, so the financial position was NOTED.</p>	
F25/09	<p>DATE OF NEXT MEETING</p> <p>It was AGREED to cancel the April meeting, which meant that the next meeting would be on Tuesday 10th June 2025.</p>	

The meeting closed at 8.47pm.

Signed: _____

Date: 10th June 2025

Action List

Date	Minute	Description	By Whom	Status
13/02/24	24/04	Investigate Change of Internal Auditor.	Clerk	Outstanding
13/02/24	24/08	Open RBS Liquidity Deposit Account.	Clerk	Outstanding
11/04/24	24/18	Online Information Security Training Courses.	Clerk	Outstanding
03/09/24	24/36	Investigate Other Deposit Accounts.	Clerk	Outstanding
11/02/25	25/04	Arrange Staff Working Group meeting by 31/03.	Cllr Kirve	In Progress
11/02/25	25/06	Arrange for new door lock / fire hammer.	Clerk	