



**Minutes of the meeting of the Finance and Governance Committee held in the Committee Room
Community Centre, Eskdale Road on Thursday 11th April 2024**

PRESENT: Councillors S Kirve (Chairman), G Shrivastava, D Smith, and P Wood.
Clerk: Tony Skeggs Residents: None.

F24/15	APOLOGIES – Apologies were received and accepted from Cllrs Hudson and Smith.	
F24/16	DECLARATION OF INTEREST – There were no new declarations of interest.	
F24/17	MINUTES OF PREVIOUS MEETING The minutes of the Finance and Governance Committee meeting held on 28 th March 2024 were AGREED as a true and accurate record after the actions list had been reviewed.	
F24/18	2023/24 RISK REGISTER The Clerk presented the updated risk register for review. After consideration the Risk Register was AGREED subject to the following changes: <ul style="list-style-type: none"> • Strat 2 to be reworded. • Strat 3 to be removed as no longer a risk. • Asset 4 to be investigated. Consideration was also given to preparing risk assessments for the Party in the Park and D-Day 80 th Anniversary events. It was proposed that the insurance policy be reviewed to ensure that there was adequate cover for events, legal costs, and the standalone toilet. This was AGREED . As part of the risk register Cllr Shrivastava presented a draft information security policy for consideration. After the document had been reviewed, it was proposed that the policy be adopted and that the Clerk investigate online courses on Information Security Training for councillors. This was unanimously AGREED .	Clerk Clerk Clerk
F24/19	2023/24 DRAFT OUTTURN The Clerk presented the draft outturn for 2023/24, which showed a contribution to balances of £124,071 compared to a forecast of £16,690. The Clerk reported that following some year-end entries the position was now £98,008. The Clerk then presented a paper that showed all variances greater than £1,000. The key areas were: <ul style="list-style-type: none"> • IT Related - £2,896. Website costs were lower than expected. • Public Consultation - £1,760. Contingency budget. • Community Centre - £5,000. No repairs required during the year. • Grass Cutting Playing Field - £4,547. Much lower than expected. • Christmas Tree Lights - £4,639. Decision not to include other trees. • Playing Field Footpath - £8,600. Decision yet to be made on repairs. • Marsh Lane Burial Ground - £21,000. Delays caused by HS2. • Street Furniture - £5,626. Delays caused by BC installing the village gates. • Parish Improvement Plan - £8,865. Contingency budget. • Grants - £1,410. Fewer applications. Following consideration of the variances the draft outturn was NOTED .	
F24/20	INTERNAL CONTROL STATEMENT The Clerk presented an Internal Control Statement, which listed the annual checks that were required and allocated them to a committee and a month in the year. After consideration there were no changes suggested and the statement was AGREED .	Clerk



F24/21	DATE OF NEXT MEETING The next meeting would be on Thursday 11 th June 2024.	
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The meeting closed at 8.05pm.

Signed: _____

Date: 11th June 2024

Action List

Date	Minute	Description	By Whom	Status
13/06/23	23/08b	Councillors to verify assets in their Wards	Councillors	In Progress
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	Risk Assessments for Upcoming Events.	Clerk	Completed
11/04/24	24/18	Review Insurance Policy.	Clerk	In Progress
11/04/24	24/18	Online Information Security Training Courses.	Clerk	Outstanding
11/04/24	24/18	Incorporate Control Statement in agendas.	Clerk	Completed