



**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> June 2023**

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

<b>F23/01</b>	<b>ELECTION OF CHAIRMAN</b> – It was proposed by Cllr Robinson, seconded by Cllr Smith, and unanimously <b>AGREED</b> that Cllr Kirve be chairman for the coming year.	
<b>F23/02</b>	<b>APOLOGIES</b> – Apologies were received and accepted from Cllr Wood.	
<b>F23/03</b>	<b>DECLARATION OF INTEREST</b> – No new declarations had been received.	
<b>F23/04</b>	<b>MINUTES OF PREVIOUS MEETING</b> The minutes of the Finance and Governance Committee meeting held on 6 <sup>th</sup> December 2023 were agreed as a true and accurate record and duly signed by the Chairman.	
<b>F23/05</b>	<b>2022/23 INTERNAL AUDIT OBSERVATIONS REPORT</b> a) The clerk presented the observations report from the internal auditor. Items A1, C1, C4, C5, D1, E1, G1 and M1 had been addressed at the time of the audit. Item B1 regarding a formal agreement in respect of the Parish Council office space had been addressed within the new lease (section 3.1.8) with SMVCA following the Parish Council becoming the new trustees. Items C2, C3, E2, H1 and H2 were to be considered later in the meeting. The clerk was thanked for his work on the year end accounts. b) The meeting <b>NOTED</b> and <b>AGREED</b> the actions already taken.	
<b>F23/06</b>	<b>INTERNAL CONTROL DOCUMENT</b> The internal auditor had suggested that the Parish Council formally document its internal controls, so the Clerk had prepared a draft document for consideration. After reviewing the document, it was <b>AGREED</b> that: <ul style="list-style-type: none"> <li>Reference should be made that committees have delegated authority to incur expenditure up to £5,000.</li> <li>There would be an annual review each February.</li> </ul>	Clerk
<b>F23/07</b>	<b>TREASURY AND INVESTMENT</b> The internal auditor had suggested that the Parish Council should review the interest rate it was receiving on its deposits. Previously the committee had reviewed the accounts offered by CCLA. The Clerk informed the committee that Wendover PC used a brokerage package to view options available. It was <b>AGREED</b> that the Clerk contact Wendover PC to find out more.	Clerk
<b>F23/08</b>	<b>ASSET REGISTER</b> a) The asset register was reviewed, and it was <b>AGREED</b> that a valuation of the Community Centre be arranged, as per the internal audit observation report, and that a desk top valuation exercise of the high-ticket items be carried out with the results being brought to the next meeting. b) The internal auditor had suggested that the Parish Council should have in place a process for regular review and verification of its assets. After consideration it was proposed by Cllr Kirve that the ward councillors should review the assets within their wards and report back to the Clerk. This was <b>AGREED</b> . The Clerk to circulate a schedule of assets per ward.	Clerk  Clerk / Cllrs



<b>F23/17</b>	<b>DATE OF NEXT MEETING</b> The next meeting would be on 5 <sup>th</sup> September 2023.	
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The meeting closed at 8.20pm.

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

Date: 5<sup>th</sup> September 2023

Action List

Date	Minute	Description	By Whom	Status
13/06/23	23/06	Update Internal Control Document	Clerk	
13/06/23	23/07	Contact Wendover PC over investment portal	Clerk	Completed
13/06/23	23/08a	Arrange Valuation of Community Centre	Clerk	
13/06/23	23/08b	Circulate Asset Listing per Ward to Councillors	Clerk	
13/06/23	23/08b	Councillors to Verify Assets in their Wards	Councillors	