

CAPEL PARISH COUNCIL

Minutes of the Finance & Resources Committee Meeting Held at the Arnold Cooke Hall, Tudeley On Monday 9 September 2019

Present:

Cllr Charles Mackonochie – Chairman
Cllr Trevor Sawyer – Vice Chairman
Cllr Margaret Fenton
Cllr Hugh Patterson
Cllr Suzi Rich

Also in attendance:

Responsible Financial Officer – Helen Munro

Agenda No	Minute No
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| 1. | | ADMINISTRATION. Fire exits, sign in sheets, assembly point, mobile phones. |
| 2. | 292 | APOLOGIES FOR ABSENCE. Apologies were received and accepted from Cllr Saunders. |
| 3. | 293 | COUNCILLOR DECLARATIONS. There were none |
| 4. | 294 | MINUTES. To minutes of the meeting held on 3 June 2019 were signed by the Chairman as a true and accurate record. |
| 5. | 295 | MATTERS ARISING FROM THE LAST MINUTES. No progress had been made with previous decisions due to the resignation of the previous RFO. |

It was **RESOLVED** to go into confidential session for minute reference 296 at 19:38 due to the likely discussion of exempt information.

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| 6. | 296 | WORKING PROCEDURES. |
| | 296.1 | The Interim RFO gave her initial report on current working practices. A recommendation to review banking procedures and instigate regular back-ups was noted. Cllr Mackonochie agreed to liaise with the IT contractor to discuss off-site back-ups. The RFO would circulate an example list of Internal Controls to the Committee. |
| | 296.2 | The RFO's initial findings would be considered by Full Council at their next meeting. The Committee |

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recommended not pursuing outstanding matters further to Full Council.

296.3 It was **RESOLVED** that the RFO's priorities were to prepare the accounts up to date, recommend new internal controls to Council and transfer the emails to the new system which Cllr Mackonochie would assist with.

The meeting was re-opened to the public at 20:00.

7. 297 WEBSITE AND IT.

Website. Cllrs Patterson and Rich would place a further advert in the school newsletter asking for a volunteer to assist with the website. In the meantime, Cllr Patterson would update the website.

New Laptop. It was noted that a new laptop for the Clerk had been approved by Full Council and had been purchased. The old laptop will be used to view planning applications.

Accounting software. It was **RESOLVED** to continue using Excel at present and a further review would be undertaken in due course.

8. 298 BUDGET 2020/21.

The RFO would liaise with Cllr Mackonochie to create a draft budget for discussion at the next Committee meeting.

9. 299 FINANCIAL MATTERS.

9.1 The delay to the preparation of the financial information was noted. It was agreed that the August accounts be reviewed at the next Committee meeting.

9.2 The new registered primary user for the on-line bank account was noted. A request to research secondary read only access users would be investigated.

9.3 The insurance renewal was reviewed. Any concerns would be raised by Members.

10. 300 **AUDIT 2018/19.** The completion of External Audit and "Except for matters" was noted.

11. 301 **DATE OF NEXT MEETING.** The next Finance and Resources

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Committee will be Tuesday 15 October 2019 at 7:30pm in Arnold
Cooke Hall.

There being no further business, the meeting closed at 20:31

Signed _____ Date _____
Chairman