

A meeting of the Management & Audit Committee was held in the Parish Office on Tuesday 24th September 2019 at 7.30pm

Present: Cllrs A Greenway (Chairman), Mrs M Chapman, Mrs P van Gelderen, M Powell, A Lowen and G Briggs

Clerk: Mrs Julie Murray

19/09/39 Chairman's remarks

The Chairman welcomed everyone to the meeting.

19/09/40 Apologies for Absence

On a proposal from Cllr Powell, seconded by Cllr Mrs van Gelderen, it was unanimously **RESOLVED** following a vote to accept apologies from Cllr Reall having considered and accepted his reason for absence.

19/09/41 Declarations of Interest

There were no declarations of interest.

19/09/42 Minutes

On a proposal from Cllr Greenway, seconded by Cllr Lowen, it was unanimously **RESOLVED** following a vote that the notes of the meeting held on 6th March 2019 be approved and signed as the minutes.

19/09/43 Clerk's report

The Clerk had nothing to report on this occasion.

19/09/44 Correspondence

There was no correspondence to consider.

19/09/45 Financial Matters

- a) Members were provided details of the Council's income, expenditure and Ear Marked Reserves to 31.8.19.
- b) Members discussed transferring some funds into a CCLA (Churches, Charities & Local Authorities) investment account and decided it was not secure enough, as the risk of loss has to be borne by the investor; the fund not being covered by the Financial Services Compensation Scheme and on a proposal from Cllr Briggs, seconded by Cllr Greenway it was unanimously **RESOLVED** following a vote, that the Committee could not consider investing public money in this type of account. On a proposal from Cllr Greenway, seconded by Cllr Briggs the Committee requested the Clerk to look at alternative high interest, low access accounts from other financial institutions and in the meantime were satisfied with how Council funds were invested.
- c) **Budget 2020/2021** – an initial draft was circulated to members. In the past few years the Council has kept increases in the precept minimal, with no large projects being undertaken. It was felt that a one-off increase costing each household in the region

of £1.00 per week could benefit the community and it was agreed to build this into the budget and look at it again prior to finalising in November.

The Clerk/RFO recommended to the Committee that the additional 5 hours allocated to the facilities team were still required and on a proposal from Cllr Lowen, seconded by Cllr Briggs, following a vote it was unanimously **RESOLVED** that they should be retained.

- d) **Financial Regulations:** the revised model had been circulated to members prior to the meeting and following some amendments, it was proposed by Cllr Greenway, seconded by Cllr Mrs van Gelderen and unanimously **RESOLVED** following a vote to recommend the adoption of the revised Financial Regulations to Full Council.

19/09/46 Audit

- a) The Committee received the Internal Auditors report and there were no items to note.
- b) The Committee received the External Auditors report which had no matters to raise.

19/09/47 Management Matters

- a) **Health & Safety Audit:** this has been carried out and an Action Plan will be drawn up and actioned.
- b) On a proposal from Cllr Greenway, seconded by Cllr Mrs van Gelderen it was unanimously **RESOLVED** following a vote to approve the application for an Allstar Fuel Card.

Chairman.....

Date.....