

# Finance Committee Meeting 6<sup>th</sup> September 2023



## AGENDA

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To all members of the Finance Committee of Speen Parish Council

You are duly summoned to attend the Finance Committee meeting of Speen Parish Council on Wednesday 6<sup>th</sup> September 2023 at Speen Pavilion Speen Recreation Ground starting at 7pm.

This meeting will be open to the press and public and will consider the items set out below.

Jean Lindsell, Clerk (30<sup>th</sup> August 2023 dated)

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### Open session

Parishioners are invited to attend and question the Parish Council on issues in this agenda, or raise issues for future consideration at the discretion of the Chairman. Fifteen minutes have been set aside for press and public questions. The council will endeavour to answer any question put to it but may have to respond to the questioner at a later date or consider placing the matter on the agenda for the next meeting. After this Open Session, members of the press and public may not take part in the Parish Council meeting itself unless invited to do so by the Chair in accordance with Standing Orders.

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1. **Apologies:** To receive apologies
2. **Declarations of interest:** To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda
3. **Open Session** – to receive any questions from Members of the Public in attendance
4. **Minutes** – to approve the Minutes of the Finance Committee meeting held on 05-07-23 (draft)
5. To discuss any matters arising from the previous meeting
6. **Financial Report**
  - 6.1 Bank Balance as at 31-08-23
  - 6.2 To retrospectively note payments for July and August 2023
  - 6.3 To review Finance Reports to 31-07-23
  - 6.4 To review Finance Reports to 31-08-23
7. **External Audit 2022/23 Conclusion** – update from Clerk
8. **Appointment of Internal Auditor 2023/24**

**Proposal:** To re-appoint April Skies Accounting as Internal Auditor for 2023/24
9. **Financial Regulations**

**Proposal:** To agree amendment to Financial Regulations and recommend to Full Council for approval
10. **Policies and Procedures**
  - 10.1 **Internal Financial Controls Policy and Procedures**

**Proposal:** To approve amendments to Internal Financial Controls Policy and Procedures
  - 10.2 **Risk Management Assessment**

**Proposal:** To agree amendments to Risk Management Assessment and recommend to Full Council for approval
11. **Insurance Renewal**

**Proposal:** To select quotation and agree to 3 year long term arrangement and recommend to Full Council for approval
12. **Environmental Maintenance Contract**

**Proposal:** To select contractor for 3 year Environmental Maintenance Contract and recommend to

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Full Council for approval

**13. Speen Recreation Ground Benches**

**Proposal:** To agree replacement of timber park bench seat in toddler play area with recycled plastic bench seat at a cost of £1820 and recommend to Full Council for approval

**Proposal:** To agree replacement of timber bench near swing pod with recycled plastic picnic bench with wheelchair access at a cost of £1990 and recommend to Full Council for approval

**Proposal:** To agree to the transfer of £3810 from Unallocated Reserves to Earmarked Reserves for new benches and recommend to Full Council for approval

**14. Marsh Benham Lime Trees**

**Proposal:** To agree course of action, select quotation and recommend to Full Council for approval

**15. Matters for information only arising after the preparation of this Agenda which the Chair agrees to take as urgent**

**16. Date of Next Meeting: 1<sup>st</sup> November 2023**

**Exclusion of the Press and Public To Resolve:** That in view of the confidential nature of the business to be transacted and in the public interest the Press and Public be excluded for Agenda Item 17 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960

### PART II

**17. Staff Matters**