



**SPEEN PARISH COUNCIL**  
**MINUTES OF THE FINANCE COMMITTEE MEETING**  
**HELD AT SPEEN PAVILION SPEEN RECREATION GROUND ON WEDNESDAY 6<sup>TH</sup> SEPTEMBER 2023**  
**STARTING AT 7PM**

<b>Parish Councillors present</b>	Clive Hunt (Chair), Ian Wilson, Stuart Gourley
<b>In Attendance</b>	No Members of the Public present
<b>Clerk &amp; RFO</b>	Jean Lindsell

Resolution	Item	Action
Resolved	<p><b>1. Apologies:</b> Cllr Clifford Cllr Slater</p> <p><b>2. Declaration of Interests:</b> Cllr Gourley declared a personal interest in Item 12 as lives next door to a contractor tendering for the Environmental Maintenance Contract</p> <p><b>3. Open Session</b> – no Members of the Public present</p> <p><b>4. Minutes</b> – to approve the Minutes of the Finance Committee held on 05-07-23 (draft) Proposer: Cllr Wilson Seconder: Cllr Hunt Abstention: 1 In Favour: 2</p> <p><b>5. To discuss any matters arising from the previous meeting</b> The Clerk asked the Committee if they still wished her to progress with opening a new Lloyds Bank current account for Earmarked Reserves or defer this until the new Clerk joined the Council. The committee unanimously agreed the Clerk should open the new account. The Clerk advised no further progress had been made with finding an appropriate savings account for General Reserves but investigation was ongoing. The Clerk further advised changing the bank mandates regarding signatories was progressing but very slowly.</p> <p><b>6. Financial Report</b></p> <p><b>6.1</b> Bank balance as at 31-08-23 was reported as £63,576.74</p> <p><b>6.2 To retrospectively note payments for July and August 2023</b> Duly noted by all members of the Committee.</p> <p><b>6.3 Finance Reports to 31-07-23</b> Duly noted by all members of the Committee Cllr Hunt as Internal Financial Controlled confirmed he had completed the Bank Reconciliation verification to his satisfaction and had signed the relevant documents.</p> <p><b>6.4 Finance Reports to 31-08-23</b> Duly noted by all members of the Committee Cllr Hunt confirmed he would complete the Bank Reconciliation verification on receipt of the reports. Clerk to send all reports to Cllr Hunt.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Hunt</p> <p>Clerk</p>

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Resolved	<p><b>7. External Audit 2022/23 Conclusion</b></p> <p>The Clerk advised the External Auditors Report and Certificate for 2022/23 had been received with no issues raised or recommendations.</p> <p><b>8. Appointment of Internal Auditor 2023/24</b></p> <p><b>Proposal:</b> To reappoint April Skies Accounting as Internal Auditor for 2023/24</p> <p>Proposer: Cllr Wilson Seconder: Cllr Gourley All in Favour</p> <p>The Clerk advised there would be an interim Internal Audit in November/December to minimise the amount of work at year end.</p>	
Resolved	<p><b>9. Financial Regulations</b></p> <p><b>Proposal:</b> To agree amendment to Financial Regulations and recommend to Full Council for approval</p> <p>Proposer: Cllr Gourley Seconder: Cllr Wilson All in Favour</p>	
Resolved	<p><b>10. Policies and Procedures</b></p> <p><b>10.1 Internal Financial Controls Policy and Procedures</b></p> <p><b>Proposal:</b> To approve to amendments to Internal Financial Controls Policy and Procedures</p> <p>Proposer: Cllr Gourley Seconder: Cllr Hunt All in Favour</p>	
Resolved	<p><b>10.2 Risk Management Assessment</b></p> <p><b>Proposal:</b> To agree amendments to Risk Management Assessment and recommend to Full Council for approval</p> <p>Proposer: Cllr Gourley Seconder: Cllr Wilson All in Favour</p>	
Deferred	<p><b>11. Insurance Renewal</b></p> <p><b>Proposal:</b> To select quotation and agree to 3 year long term arrangement and recommend to Full Council for approval</p> <p>The Clerk advised the quote from the Council's current insurers had still not been received and as there was only one quote to consider the proposal should be deferred to the Full Council meeting on 20<sup>th</sup> September.</p> <p>All members of the Committee unanimously agreed.</p>	
Resolved	<p><b>12. Environmental Maintenance Contract</b></p> <p><b>Proposal:</b> To select contractor for 3 year Environmental Maintenance Contract and recommend to Full Council for approval</p> <p>The Clerk advised she had invited 7 companies to tender for the Contract but only one quote had been received from the Council's current contractor all others had either declined or not responded.</p> <p>All members of the Committee agreed to accept the quotation and recommend to Full Council for approval.</p> <p>Proposer: Cllr Wilson Seconder: Cllr Hunt</p>	



Resolved	<p>Abstention 1 All in Favour: 2</p> <p><b>13. Speen Recreation Ground Benches</b></p> <p><b>Proposal:</b> 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</p> <p>Proposer: Cllr Wilson Seconder: Cllr Gourley All in Favour</p>	
Resolved	<p><b>Proposal:</b> 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</p> <p>Proposer: Cllr Wilson Seconder: Cllr Gourley All in Favour</p>	
Resolved	<p><b>Proposal:</b> To agree to the transfer of £3810 from Unallocated Reserves to Earmarked Reserves for new benches and recommend to Full Council for approval</p> <p>Proposer: Cllr Wilson Seconder: Cllr Gourley All in Favour</p>	
Deferred	<p><b>14. Marsh Benham Lime Trees</b></p> <p><b>Proposal:</b> To agree course of action, select quotation and recommend to Full Council for approval</p> <p>The Clerk advised all quotes gave two options for potential tree surgery as all three arboriculturalists did not recommend pollarding.</p> <p>The Clerk added that the lime trees formed what was a historic lime avenue in Marsh Benham and that residents might have views on the course of action.</p> <p>There was significant discussion regarding the pros and cons of pollarding.</p> <p>Cllr Wilson to visit residents to discuss the tree surgery options and based on consensus of opinion report to Full Council on 20<sup>th</sup> September with a proposal.</p> <p>Decision deferred to Full Council.</p> <p><b>15. Matters for information only arising after the preparation of this Agenda which the Chair agrees to take as urgent – none raised</b></p> <p><b>16. Date of Next Meeting – 1<sup>st</sup> November 2023</b></p> <p>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</p> <p>Proposer: Cllr Wilson Seconder: Cllr Gourley All in Favour</p> <p><b>PART II</b></p> <p><b>17. Staff Matters</b></p>	Cllr Wilson

<b>Signed:</b>	<b>Name (print):</b>	<b>Date:</b>
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