



Long Stratton Town Council

The Street, Long Stratton, NR15 2AH Telephone 01508 530524

Chairman: Mr Steve Adcock. Clerk: Mrs R Buck

Minutes of the Finance and Policy Management meeting held Monday 29th April at 7pm in the Parish Council office.

In attendance: Councillors Adcock, Race and Francis. Becky Buck (Clerk and RFO)

1. To nominate a Chairman for the meeting
Councillor Adcock was proposed, seconded and approved as chairman for this Finance Committee meeting.
2. To consider apologies for absence
Councillor Worsley gave apologies for matters relating to health, these were accepted by the Committee.
3. To receive disclosures of interest and dispensations
There were no disclosures of interest and dispensations to consider.
4. To confirm the minutes of the previous Finance and Policy Management Committee meeting held 26 January 2019
Minutes from the meeting held 26 January 2019 were signed as a true record from the Chairman.
5. Finance.
 - a. To review ear- marked reserves for 2019/20 for recommendation to full Council
Ear marked reserves were reviewed, no changes to be recommended.
 - b. To review bank statements since 26 January 2019 meeting to confirm accuracy to the Parish Council.
All members reviewed the bank statements and **resolved** to confirm accuracy to the Council.
 - c. To confirm bank reconciliations since 26 January 2019
All members reviewed the bank reconciliations, **resolved** and signed by minimum 2 members to confirm accuracy to the Council.
 - d. To review and note the budget control report for year end
All members reviewed the budget control report, the committee was satisfied with the expenditure/ income for 2018/19
 - e. To review and note year end expenditure and income
All members reviewed the budget control report, the committee was satisfied with the expenditure/ income for year end
6. To review the Council's internal control procedures
The Committee reviewed the Council's internal control procedures and **resolved** to recommend to Council for adoption.

Signed.....Date.....



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7. To review Financial Regulations and recommend any changes (if required) to Council
The Committee reviewed the Council's financial regulations, the Clerk advised that an additional point needed to be added to capture VAT now payable on Manor Rd playing fields, the Committee **resolved** to recommend to Council for adoption.
8. To review the Internal Audit report and recommend any changes as identified in the report to Council
The Committee reviewed the internal audit report and **resolved** to recommend to Council to approve actioning the recommendations made.
9. To review the AGAR for recommendation to Council
The Committee reviewed the AGAR to ensure accuracy, ready for Council approval.
10. To review the asset register for accuracy to confirm to Council.
The Clerk confirmed that amendments needed to be made to the document in line with recommendations made by the internal auditor. These will be presented to Council for adoption.
11. To review financial risk assessment and make recommend any changes (if required) to Council
The committee reviewed the document, changes to presentation and VAT were discussed. The risk assessment will be amended and presented to Council for adoption.
12. To discuss and decide on the following policies
 - a. Code of Conduct
This was approved for recommendation for Council.
 - b. Co-option
This was approved for recommendation for Council
13. AOB – for information purposes only
There was no any other business to discuss.

With there being no further business; the Chairman closed the meeting at 20:36pm.

Signed.....Date.....