

Finance Meeting Minutes, 28<sup>th</sup> Feb 2019

Attendance : Tina Newall, Steve Fogarty and The Clerk

Tina Newall agreed to Chair the meeting

The Clerk agreed to take minutes

		ACTIONS
1	Minutes of Last minutes approved	Comp
2	Risk Assessment and Management document reviewed.	Comp
3	Internal Audit Effectiveness Review document was reviewed and agreed as accurate and carried forward as is. Clerk will update the dates and document name to be relevant to the new financial year and circulate to the internal auditor	Clerk to provide to Internal Auditor
4	Asset Register reviewed and updates made. Request a review of status is added to the next Parish Council meeting and the clerk to update and circulates to the finance committee for next year as part of the document pack for next march finance meeting	Clerk, Tina to check expiry dates for Defibs
5	Audit Plan. Agreed as accurate and relevant.	
6	Financial Procedure document now forms part of the Standing Orders & Financial Regulations. 3-year budget plan still to carry over the clerk will work on this.	Clerk
7	N/A	
8	Review of Terms of Reference carried out, agreed to be relevant and no changes proposed.	
9	N/A	

Signed Chair.....

Date.....