

## Finance Committee meeting - 22<sup>nd</sup> March 2017

Present: D. Marsden (Chair) S Fogerty, T Newall

Apologies: P. Higham & G Candlish

Discussed and appointed a Chairman, D. Marsden  
Agreed to capture Action points ( ) through the minutes  
All of the documents were revised and revised where applicable.  
Amendments are to be noted in Red (SF).

- (1) Minutes from the last meeting were agreed and signed as a true record.
- (2) Actions  
Finance committee to revamp how the Clerk measures and monitors budget expenditure (all)  
A three year plan to be put on place (all)  
Check the Petty Cash Rule in standing orders and amend if applicable (Clerk)
- (3) No change to the Internal Audit plan
- (4) Check Asset register and Insurance on the flooding equipment (Clerk)  
Take asset register to next Parish Council Meeting to allocate physical checks of assets (all)  
Clerk to up-date the Asset register with any new assets (Clerk)  
Clerk to provide the new internal audit report to the Finance committee when it is received (Clerk)
- (5) No change to the Audit plan
- (6) Finance Procedure: D. Marsden to lead on the three year plan.
- (7) Target a Pre-budget meeting with the Clerk with the draft budgets, last 2 weeks in November. (using the previous years Band 'D' allocation as the calculation figure).
- (8) Draft TOR's agreed
- (9) None

*D. Marsden* 21/12/2017