

BARHAM PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING HELD AT CLAYDON & BARHAM VILLAGE HALL ON MONDAY 13th JANUARY 2020

PRESENT: S. Carr, A. Deveney & D. Milward. In Attendance J. Culley, Parish Clerk/RFO

1.1 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

2.1 APOLOGIES: J. Lea

3.1 DECLARATIONS OF INTEREST APPROPRIATE TO ANY ITEM ON THE AGENDA

There were no declarations given.

4.1 MINUTES of the meeting of 9th September were approved and signed.

5.1 FINANCE

- a. Monthly payments – It was agreed to approve electronic payments to the value of £1512.41 – for the full list of payments (see payment schedule document on file). Councillor Carr would like to acknowledge the perseverance of the clerk to get the online banking and electronic payments up and running. To ensure probity the clerk would create e-payments in advance of the meeting. Councillors would then approve payments at full council or the finance committee meetings. All supporting documentation would then be signed and authorised signatory would approve the e-payments using Barclays Pin sentry security system after the meeting.
- b. The Clerk provided the council with November's bank reconciliations and online statements for the community and business savings accounts. These were noted and approved by the Committee.
- c. The Clerk presented the Committee with the third quarterly summary report for 2019/20. This was noted and approved by the Committee.

6.1 REVIEW OF FINANCIAL REGULATIONS DOCUMENT

The committee have reviewed and agreed to NALC's update version of Financial Regulations Document 2019. The committee have asked the clerk to add Barham's details and the specific information discussed to the document. A review date will be added to show that the document has been reviewed and this will be presented to full council for their approval at February's council meeting.

7.1 REVIEW OF INTERNAL CONTROLS DOCUMENT

The committee have reviewed and made changes to the parish councils internal accounting controls document to reflect electronic payments and in line with the financial regulations document. This will be presented to full council for their approval at February's council meeting.

8.1 REVIEW OF ASSET REGISTER

The Committee reviewed the asset register document and noted the updates of litter bins and signs at the bottom of Barham Church Lane this year.

9.1 REVIEW OF RISK ASSESSMENT

The committee approved the parish risk assessment document subject to the impact and likelihood columns being swapped over.

10.1 FINANCIAL RISK ASSESSMENT

Following the review of the Internal and External Audit reports the committee have created and approved a specific financial risk assessment for Barham to ensure that they have actioned the comments from the audit reports.

11.1 CORRESPONDENCE

Police & Parish Forum room hire once a year moving forward

SALC training for audit & audit booked for 29.4.20

Website completion by Suffolk Cloud due to time needed and not available by Clerk

12.1 REQUEST FOR DONATIONS

An email from Mid Suffolk Citizens Advice asking the council to consider them for donation again in 2020/2021 financial year. The committee discussed the request and due to the statistics shown for the residents in Barham that have been helped this year they have agreed to donate £500, which is the same amount as in 2019/2020.

The meeting closed at 8.25pm and the next Finance Committee meeting is on Monday 20th April 2020 at 7.30pm in the Claydon & Barham Village Hall.

Chairman

Date