

Finance & General Purposes Working Group

Notes from the meeting held on Tuesday 28th May 2024

6.30pm at the Community Hall

Present: Julie Jackson (Chair) Mark Simons (MS), Keith Beeson (KB), Carol Matthews (CM)

In attendance: Michele Harding (MH) (Clerk)

1. To elect a Chair of the F & GP working group.

Julie was nominated as chair of the group proposed CM, seconded by MS agreed.

2. Apologies for absence- none, new members will be invited when new Cllrs have been co-opted.

3. Minutes of the last meeting – the last meeting was held on 22nd Nov- agreed.

4. Matters arising from the minutes.

a. Solar Panels including battery on the Community Hall: a spec is required in order to gather 3 quotes, Dorset Council will be contacted plus Herrison Hall, to be discussed at the July meeting if enough information has been gathered.

b. Polices update – ongoing.

c. Terms of Reference – TBC

d. Website- is being built to go live in June.

e. Tennis Court bookings- working well.

5. To discuss the internal audit and any outcomes for the Full Council

The new internal auditor had provided a full report with recommendations.

1. That consideration is given to the formulation of a Finance and General Purposes Committee, which meets in accordance with published meeting rules and is open to the public. If the Council continue to operate with an FGP Advisory Group, at the very least I would recommend all papers containing recommendations from the FGP Advisory Group should form part of the published report papers with the agenda for any upcoming Council meetings.

It was agreed that with the new website the reports can be made available in advance of meetings, the detail will also be minuted.

2. That the Council considers approving an Investment Policy which states the approved Institutions for investments and the maximum length of terms for future investments.

It was agreed to provide a policy in line with recommendations as all policies are to be reviewed over the year, several templates have been sourced.

3. That the Council consider allocating an appropriate share of the staff costs to the cost centre on the financial system associated with the Community Hall

The Group noted that this could be considered but to take into account the costs the PC saves with a dedicated office space and what the income would be if the office would be hired out, also that the PC does not have to pay hall hire fees. This may need further investigation to come to a suitable figure, but it was felt that this should be considered.

Finance & General Purposes Working Group

6. To discuss the AGAR and supporting documents for Full Council approval.

These were all fully discussed and reviewed for approval.

7. To discuss the BDO- Limited Assurance regime 5% selection for intermediate audit

The PC have been selected for this 5% review; the following information is to be supplied by the 30th June as well as the AGAR as normal.

* Copy of bank statements for all bank accounts held clearly showing the balance as at 31 March 2024.

* Copy of minute appointing/reappointing internal audit.

* Copy of letter of engagement scoping internal audit.

* Copy of minutes of annual review of internal audit

8. To consider the new model financial regulations and their changes for the Full Council to approve.

The Group reviewed the financial regulations in detail and provided a tracked changed version for the full Council to consider.

9. A.O.B-none

Recommendations to full Council:

To agree to all the recommendations of the F & GP as noted above.

Meeting closed at 8.04pm