FINANCE & AUDIT COMMITTEE

Town Hall
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Clerk: Karen Wakefield

Minutes of the Meeting of the Finance & Audit Committee held at 6.00pm on Wednesday 15th March 2023 in the Function Room of the Town Hall, Sherwood Drive, New Ollerton

Present: Cllr D Batey (chair), R Allwood, L Shilling, B Wells

Mrs K Wakefield – Clerk

Apologies and reasons for absence: Cllrs D Cumberlidge & L Brazier for personal reasons.

Resolved: That these apologies be accepted.

Declarations of Members Interests: None

Declarations of any intentions to record the meeting: None

FA/23/05 **To approve the Minutes of the Finance & Audit Committee meeting held on Wednesday 18th January 2022** *(enclosed).*

The minutes, having previously being circulated, were signed as a true and correct record.

FA/23/06 **Finance & Audit:**

1. To agree and sign the bank reconciliation and bank statements for Month 11 of 2022/23.

The bank reconciliation and bank statements for Month 11 of 2022/2023 were tabled, inspected and signed by the Chairman as being concurrent.

2. To receive an interim schedule of accounts for payment.

The Clerk tabled an amended schedule of accounts, which was duly approved and signed.

Members were reminded that invoices were available for inspection at this meeting.

3. To note arrangements for the completion of financial year end.

The Clerk informed members that the financial year end closedown for 2022/23 would take place on 4th April 2023 with a member of the professional independent Finance Software team. This would enable the Internal Audit to be carried out in plenty of time to present the External Audit for signing off at the Full Council meeting on 17th May.

In preparation for the year end procedures a list of current Earmarked Reserves was tabled and reviewed. It was agreed that these would be adjusted in April 2023.

Signed: …………………………………

Dated: ……………………………………

An Income & Expenditure Report up to the current date was also circulated for members to inspect. The Clerk asked members to report back with any questions before the end of March.

4. To note arrangements for Internal Audit 2022/2023.

The Clerk confirmed that the Internal Audit would be carried out by Mr K Goddard, a respected independent auditor who would again carry out in depth checks on policies and procedures in addition to checking that financial affairs were accurate and properly recorded.

This would take place on 20th April and the full written report be presented at a public meeting on 26th April.

FA/23/07 Human Resources

1. To consider instigating a review of pay scales

The Chairman presented a verbal report which was supported by additional information from the Clerk and a quotation.

Resolved: That the Clerk take the necessary steps to engage the services of Chris Moses to carry out an independent Job Evaluation on the selected posts.

2. To receive an update from the Clerk on general staffing matters

The Clerk reported that she was currently working with a councillor and our HR Advisors regarding a long term sick absence.

FA/23/08 Date & Time of Next Meeting

Wednesday 26th April 2023 at 6.30pm

Signed: …………………………………

Dated: ……………………………………