**Minutes of Finance Committee Meeting – 8th June 2022**

**Present:** Cllr M Woods, Cllr R Shepherd, Cllr S Hopper and Clerk

1. **Apologies for Absence** – Cllr A Parrington
2. **Matters Arising**
3. It was agreed that going forward the finance committee should meet on a bi-monthly basis. The Clerk will also ensure that the invoices payable, cash book and bank reconciliation is emailed out to the finance committee prior to the monthly council meeting.
4. The Clerk is to refresh all finance committee members with the rules on who is able to spend and how much with regards to our financial regs.
5. It was agreed by all that a spreadsheet/timeline would be useful to allow all to see when financial deadlines are approaching.
6. The Clerk brought along the Internal Audit Report. There was some uncertainty about a few points in the report that the Clerk wanted to check. It was agreed however that PlusNet and Nest direct debits should be added to the invoices payable as per the report. It was also agreed that purchases should be made wherever possible with the Council Debit Card not the Clerks personal card. The Clerk is to send out the report to the committee members.
7. The Clerk is to look into some details with the Councils bank account and use of debit/credit cards and signatories.
8. Lastly, the committee looked through the Rossett Community Council General and Finance Risk Assessments and accepted as is. They were to be signed by Cllr A Parrington with the Clerk and electronic copies circulated out to the committee for information. They would be re-assessed in 12 months.
9. The meeting was held as the first with the new finance committee members and was to bring everyone on to the same page.

The meeting ended.