**Minutes of Finance Committee Meeting – 26th May 2021**

**Present:** Cllr M Woods, Cllr P Morris, Cllr T Sexton and Clerk

1. **Apologies for Absence** – Cllr Parrington
2. **Matters Arising**

(i) The Clerk had produced the cash book and bank reconciliation up until 30th April 2021. These were reviewed, agreed singed by Cllr Woods.

(ii) The Clerk confirmed that she had prepared the paperwork for the Internal Audit and was scheduled to drop it off on 27th May:

(iii) Three Year Plan – The Clerk had distributed a draft three year plan for the financial year 2021/22. As there had recently been requests for additional lighting Cllr Morris proposed earmarking an amount to cover if a couple of additional columns are required or amendments to the current coverage. It was agreed that £4,000 should be allocated for this. The Clerk had arranged for the Street Warden and Park Warden to undertake an overhaul of the railings near the Church which would require a number of hours’ overtime, Richard Wallace had also agreed to replace the bench slats therefore a budget of £2,000 was set for the project. A quotation had been received to repair some play equipment at Mountain View of £1,900. A second quotation had been requested but £2,000 would be set for the work. Cllr Sexton referred to the new requirements to allow all Councillors to attend meetings remotely and suggested when the Community Council return to face to face meetings, additional IT equipment would be required (screen, web cam etc). The Clerk advised that she currently used her personal computer so suggested the purchase of a laptop which she could use but then take to the meeting location. It was agreed to establish a budget of £3,000 for portable equipment. **Action: Clerk to add additional short term expenditure to the Three Year Plan and distribute to the Finance Committee prior to sending to Full Council.**

(vi) General Risk Assessment review – The Clerk had distributed the risk assessment prior to the meeting for review. Cllr Morris suggested adding to the Employer liability risk identified non-compliance to the Health & Safety at Work Act 1974. This was agreed and will added to the risk assessment and distributed before presentation to the June meeting for consideration. **Action: Clerk to amend the risk assessment and distribute to the Finance Committee prior to sending to Full Council.**

(vii) Financial Risk Assessment review – The Clerk had distributed the financial risk assessment prior to the meeting for review. The internal auditors had distributed a general email suggesting Community Councils consider supplier fraud within their risk assessments. Cyber fraud had been added last year but it was agreed that several of the points raised should be included. The Clerk will make the necessary amendments and distribute to the Finance Committee before being presented to the June meeting for consideration. **Action: Clerk to amend the financial risk assessment and distribute to the Finance Committee prior to sending to Full Council.**

The Clerk confirmed that the Risk Assessments for Park/Street Warden and Clerk/Community Agent have not been reviewed by the Health and Safety expert as previous determined. Cllr Woods suggested accepting the risk assessments and then pushing for expert opinion so at least RA’s were in place. **Action: Chase expert opinion of RA’s but propose acceptance in the meantime to the June meeting.**