**Rossett Community Council Finance committee minutes**

**Date – 13th June 2019**

**Attendees -**  Wendy Pace, Martyn Woods, Allan Parrington and Peter Morris

**Apologies** - Tony Sexton

**Item**

1. **Review current financial documents.**

+ Bank reconciliation, cash book reviewed and bank statements signed.

1. **Internal audit**

+ 2019 internal audit was reviewed.

+ Action points from audit were reviewed, agreed and incorporated into procedures. Action points can be seen in audit.

**3 External audit**

+ 2018/2019 annual return reviewed and agreed. To be agreed by full CC

**4. Salix loan agreement for LED lighting.**

+ Loan agreement reviewed and agreed, ready to be signed by RCC chairman.

+ Repayments are 6 monthly and first payment is 01/04/2020

+ Estimated annual savings on electricity £3820/ year

**5. RCC Financial risk assessment**

+ RCC financial risk assessment reviewed and agreed.

**6. 2018/2019 Risk assessment**

+ 2018/2019 Risk assessment reviewed and agreed.

**7. Cash book/ budget spreadsheet review**

+ Spreadsheets reviewed and the following agreed

* Individual salaries to be separated out
* Donations column to be changed to Section 137 and delete contingency column

**8. Three Year Financial Plan**

+ Plan reviewed and agreed

**9. Park warden risk assessment**

+ Park warden risk assessment discussed and agreed this should be the responsibility of the staffing committee. Martyn W and Wendy to progress.