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Minutes of a meeting of the '**Finance & Governance Committee**' which was held on **Monday 6th June 2022** at 7pm in The Parish Office.

Present:- Rosemary Thew (Chairman), Nigel Sutcliffe, Jenny Girling, Jane Armstrong & Edward Hackford.

Clerk:- Tracey Bayfield

Public:- 0

1. There were no **Apologies for Absence**.
2. There were no **Declarations of Interest** from members.
3. Subject to a minor amendment at 7.3. (ie. the second quarter figures, need further review, ie. projected v current), the **Minutes** of the meeting held on Thursday 18th November 2021 are **resolved** as a true record.

It is worth noting at this point, that the meeting of the F&G committee which was scheduled for 1st February 2022 was cancelled and this is the follow up meeting.

4. **Open Public Session** - No members of the public were present.
5. **Resolved** that having reviewed, we adopt the following;
 - Quarterly **Internal Audit Report** for Quarter 3, dated 24th January 2022 & for Quarter 4 dated 19th May 2022 and that we are happy to continue with our current Internal Auditor, Mr David Wright.
 - **Bank Reconciliation Statements/report** for Quarter 3 & Quarter 4.
 - Third & Final **Quarter figures** – both income & expenditure against budget variance. (Fleur car park income, to be recoded.)
 - The **2021/22 End of Year** accounts and draft AGAR (Annual Governance & Accountability Return) and that we are happy to recommend acceptance of this to the Full Council on Tuesday 7th June 2022.
6. **Resolved** that subject to a handful of very minor amendments (nothing which changes our policies as such) we adopt the following **Procedural Documents** on behalf of the Full Council;
 - Standing Orders
 - Financial Regulations
 - Financial Risk Assessment; including Effectiveness of Internal Audit/Controls
 - Asset Register

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- Committees Structure

7. Members noted the most recent **Play Inspection & BMX Track Reports** dated 4th April 2022 and were pleased that there was nothing which required immediate urgent attention. The Clerk will try and find someone that could undertake the minor work items. (NB: Online Playgrounds have now taken over the inspection role as of April 2022 and they provide and maintain such equipment.) Quotes are being sought to repair/remove/replace the goal posts on the playing field.
8. The next quarterly meeting of the **Finance & Governance Committee** will be confirmed in due course, will aim for a July date.

Meeting closed at 8.35pm.

Chairman _____