

Cayton Parish Council

Minutes of Finance Committee meeting held Monday 15th May 2023, 11.00 am at The Jubilee Hall, Main Street, Cayton

Present: Cllr Tomlinson Hall, Cllr Swiers, Cllr Liley, Cllr Bentley (Chair), Clerk – Gill Armstrong

1. **Notice of Meeting:** It was **RESOLVED** that public notice of the meeting has been given in accordance with Schedule 12, para 10(2) (b) of the Local Government Act 1972.
2. **Apologies:** None
3. **Declaration of interests and dispensations requested:** Cllr Thomlinson-Hall, Cllr Liley and Cllr Swiers at point 6 schedule of payments
4. **Minutes:** a) minutes of 12th April 2023 were accepted as a true record and forwarded to Full Council.
5. **To receive verbal reports from Councillors attending if required** – Cllr Swiers wished it to be noted that William Birch had done an excellent job with the Bell Tower, completed on schedule with minimal disruption and that we are grateful for the extra repairs.
6. **Bank Reconciliation, Receipts, Payments**
A draft Schedule of payments was presented by the Clerk as an update from payroll was not available from the accountant but would be available for full council so this was noted by committee and approved to agree at Full Council once all figures were received.
The following items were discussed & the following was noted:-It was **RESOLVED** to accept the Clerks overtime of 40 hours which is due to the audit, events and Coronation.
7. **To review the Financial Regulations** – It was **RESOLVED** to accept the financial regulations for 2023/24 and recommend these to Full Council in June 2023
8. **To review the Financial Risk Assessment** – It was **RESOLVED** to accept the Financial Risk Assessment for 2023/24 and recommend these to Full Council in June 2023 – it is noted that the Auditor recommends combining the current R/A's into one document
9. **Audit** – The Clerk updated that the internal audit had gone well and that the auditor was pleased with how the Parish was conducting its' financial responsibilities. There are some process recommendations to alter to make things easier rather than to correct them. Thanks given to Claire Boston who again assisted the Clerk. The end of year report will be presented to the June meeting.
10. **Time and Date of next meeting** – Thursday 8th June at 10am

Signed Chairman of Finance Committee: _____

Date: _____