



HELMDON PARISH COUNCIL FINANCE COMMITTEE



Minutes of the meeting of the Finance Committee of Helmdon Parish Council,
held at The Reading Room on **Thursday 4th April 2023**

Present: Cllrs Moody (Chair), Thorpe, Wheeler and the Clerk (Charmaine Jay).

In attendance: No members of the public

1. Apologies for absence

Cllr Bearman- Not approved

2. Declarations of Interest

None.

3. Approval and signature of the minutes of the meeting of Wednesday 25th January 2023

That the minutes be signed without amendments

4. Matters arising

None

5. Open Forum

None

6. To consider adopting a register for accounts and contracts

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7. To review the following policies:

i) Finance Committee Terms of Reference

Approved and signed

ii) Financial Regulations

Approved and signed

8. To confirm the timetable and process for the 2023 Small Grants Programme

It was agreed that the timetable for the 2023 Small grants programme will start on 31st May 2023 until 28th June 2023. Clerk to publicise paperwork with terms and conditions.

9. To review the banking mandate and consider adding additional signatures

To re-adopt the same signatories

10. To review options for procurement of electricity for street lighting



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Clerk to email Opus to get information regarding renewal. Clerk to arrange Zoom meeting once response has been received.

11. To receive the bank reconciliation for y/e 31 March 2023

Signed and approved.

12. To receive the draft end of year accounts for YE 31 March 2023

End of year accounts received and noted.

13. To note that the Risk Assessment Policy is due for review in June 2023 (copy on web site).

Amendments needed on Risk Assessment Policy. Once amendments are made- to be reviewed and put on July agenda.

14. Close

Meetings closed 20.06

The next Finance Committee is Thursday 13th July 2023

Signed _____ dated 19th April 2023

Charmaine Jay
Clerk to Helmdon Parish Council
34 Peveril Road
Greatworth
OX17 2DN