



HELMDON PARISH COUNCIL

FINANCE COMMITTEE



Minutes of the meeting of the Finance Committee of Helmdon Parish Council, held at the Reading Room on **Thursday 14th July 2022.**

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

In attendance: 1 member of the public

1. Apologies for absence

Apologies received from Cllr Moody.

2. Declarations of Interest

None

3. Approval and signature of the minutes of the meeting of 10th March 2022

The minutes were approved by all without amendment.

4. Matters arising

None.

5. Open Forum

None.

6. To consider the following and confirm that all documents meet the needs of the Council.

- a. Finance Committee Terms of Reference

RESOLVED: That the Finance Committee Terms of Reference were satisfying

- b. System of Internal Control and Internal Audit

RESOLVED: That the System of Internal Control and Internal Audit were satisfying.

- c. Internal Controls Checklist

RESOLVED: To update the Internal Control Checklist to dissolve the 'cheques' section due to non- use and replace with 'credit card' section to comply with current situation. To also update the Internal Control Checklist to replace the word 'Daybook' with 'Scribe' due to new software.

7. To receive the bank reconciliation for y/e 31st March 2022

- a. To review the AGAR 2021/22
- b. To receive cashbook from 2021/2022
- c. To note variation explanations 2021/2022

RESOLVED: To note the reports.

8. To consider Charmaine Jay to authorise payments for the following companies:

- a. R & G (Grass Cutting)

b. DCK Payroll

Action: To present the recommendation to Council in the meeting on 27th July 2022

9. Close

To close the meeting was closed at 7.50pm.

Signed_____ dated_____

Charmaine Jay
Clerk to Helmdon Parish Council