

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

23 January 2023

COUNCILLORS PRESENT: Chairman Cllr Scott; Councillors Child, Davies, Duguid, Mrs Broadhurst and Jones.

In Attendance: Cllr A Broadhurst, with Hilary Blaker (Deputy Finance Officer [DFO]).

Public Participation:

There was one member of the public present who enquired why the agendas were not being published on all the noticeboards. He also asked why HR Committee minutes were not published on the website. He further commented that the Discover magazine was not delivered to flats.

1. APOLOGIES

There were apologies from Cllrs, Bicknell, Evans, and Pragnell. Cllr Abraham was not present. Duncan Murray (Parish Clerk) had also sent his apologies.

2. DECLARATIONS OF INTEREST

There were none.

3. TO ACCEPT THE MINUTES OF THE 21 NOVEMBER 2022 COMMITTEE MEETING, PREVIOUSLY AGREED AT FULL COUNCIL 12 DECEMBER 2022.

Following proposal, seconding and on a show of hands these were ACCEPTED.

4. MATTERS FOR RESOLUTION

- a. **to review the Financial Regulations**
- b. **to review the Standing Orders,**
- c. **to review the Operational Risk Assessment 2022-2023,**
- d. **to review the draft Financial Risk Assessment, and**
- e. **to resolve the change of accounting and booking software to Scribe as well as banking provision to Unity Trust Bank, so that both are in place for the beginning of the new financial year.**

The items were discussed individually with the Standing Orders and Financial Regulations coming back to the Committee if they were tweaked as part of the review of the Delegated Schemes. It was noted that the Financial Risk Assessment would need to be updated by the Internal Auditor when the council moved from Sage to Scribe.

Following proposal, seconding, and on a show of hands items 4 (a) to (d) were RECOMMENDED to Council for Adoption and 4 (e) was AGREED.

5. TO NOTE THE FINANCIAL REPORTS:

- i. **to NOTE the financial report for the third quarter,**
- ii. **to NOTE the Officer preferred submission to Full Council for the Precept (VAT Act 1980 s33 expenditure) and Budget for 2023-2024.**
- iii. **to agree the payments made from the SAGE payment summary, to authorise payments due, to sign cheques.**

The reports were NOTED and the draft budget debated on several points. Requests were aired about future formatting once the council had moved to Scribe in the new financial year.

Following proposal, seconding and on a show of hands these were AGREED.

6. TO MATTERS TO BE TAKEN TO THE COMMITTEE'S NEXT AGENDA.

Items 4a – d for review as and when appropriate, Council to approve the items for the interim period.

7. TO EXCLUDE THE PRESS AND THE PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE ITEMS TO BE DISCUSSED PUBLIC BODIES (ACCESS TO MEETINGS ACT) 1960/C2.

Following proposal, seconding and on a show of hands this was AGREED.

8. DATE AND TIME OF NEXT MEETING

The date was confirmed as Monday 20 February 2023, at Fryern Pavilion.

That being all the business the meeting closed at 8.05p.m.

Chairman.....