

Minutes of the FINANCE Committee Meeting on Friday 16 June 2023 at 10am in the Parish Council Office, Rear of Memorial Hall, Village Road, Denham UB9 5BN.

Members:	Cllr A Hans (AH) - Chairman	Cllr J Walsh (JW)
	Cllr M Heath (MH) – Vice-Chair	# Cllr E Austin (EA)
	Cllr A.W. Head (AWH)	## Cllr S Jefferys (SJ)
	## Cllr S Sproul (SS)	## Cllr G Hollis
Councillors:	## Cllr S Williams (SW)	# = Apologies Received ## = Apologies not Given
Clerk:	Derek Wilson	

Minutes were voice recorded – Agreed by members present.

Minute No.	Minutes	Action
	Meeting commenced at 10.10am	
230616/01	Acceptance of Apologies – Cllrs SW, EA Members of the committee: It was agreed to contact Cllr GH to confirm his acceptance on the Finance committee. ACTION: Clerk to confirm with Cllr GH	Clerk
230616/02	Election of Vice-Chairman – Cllr MH will continue as Acting Vice Chairman and was to defer the item until later in the meeting.	
230616/03	Declaration of Interests - None	
230616/03	Minutes of the previous Finance Meeting 2 May 2023 – Agreed by all members. Cllr MH opened a discussion about the minutes being muddled-up. The Clerk reported it typed in the sequence of the voice recording. Minutes to be more concise ACTION: Clerk Work on the office has been submitted for the replacement of the electrical lighting with LED & dimmer switches and the relocation of the power fuse box. ACTION: Members agreed to the price quotation submitted.	Clerk Clerk
230616/04	Review of Current Bank Balances – Internal Audit asked to see the Current Account bank mandate. This has been obtained and forwarded to them.	
230616/05	Transfer from Metro, Nationwide and Unity to Barclays – Written to all 3 banks requesting transfer of funds. Nationwide wanted a form completed, Unity wanted to do the transfer via CHAPS and no information supplied by Metro Bank. ACTION: Chaser letters sent to all 3 banks this week. Cllr AH to visit them if no further response. Transfer £250K to Flagstone once funds have been received in the Current Account Proposed Cllr AH Seconded Cllr JW – All agreed.	Clerk/Cllr AH Cllr AH
230616/06	Internal Audit Report 18 May 2023 – Cllr AWH advised that a detailed response letter be sent to our Internal Auditor. ACTION: Clerk to send a draft letter to the Chair for agreement. The audit went well and details improvements that can be made.	Clerk
230616/07	External Auditor – Preparation work is being done to collate the information for PKF Littlejohn. ACTION: Clerk to submit before 3 July.	Clerk
230616/08	Asset Register – This register is reviewed and updated but needs to be adjusted to reflect only assets above £500 in value. The other assets can be kept under a separate tab on the spreadsheet. ACTION: Clerk to investigate with BMKALC.	Clerk
230616/09	Risk Management – The risk management template had been updated and supplied to the Internal Auditor (IA). The IA advised that there should	

Derek Wilson
Executive Clerk and RFO

Chairman 

Dated 10/7/23