

**Minutes of the FINANCE Committee Meeting on Friday 19 April 2024 at 10am in the Parish Council Office, Rear of Memorial Hall, Village Road, Denham UB9 5BN.**

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| <b>Members:</b> | 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 Williams (SW)           | # Cllr G Hollis                                    |
|                 |                                | # = Apologies Received<br>## = Apologies not Given |
| <b>Clerk:</b>   | Derek Wilson                   |                                                    |

Meeting was voice-recorded.

| Item No   | Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Action                                                       |
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| 240419/01 | <b>Acceptance of Apologies</b> <ul style="list-style-type: none"> <li>Apologies received from Cllr E Austin, Cllr S Jefferys and Cllr G Hollis</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                              |
| 240419/02 | <b>Declaration of Interests</b> <ul style="list-style-type: none"> <li>None received</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                              |
| 240419/03 | <b>Minutes of the previous Finance Meeting 16 February 2024</b> <ul style="list-style-type: none"> <li>Minutes were agreed by members present.</li> <li>Cllr JW referred to an action that was pending following this meeting about a software demonstration for annotations and making notes. This demonstration will take place on Friday 24 May 2024 between 10am to 12noon. The idea is for the first demonstration to take place at 10.15 and the second at 11.00am with time after each one for councillors to make comments. These demonstrations will take place over a Zoom connection and displayed using our projector.</li> </ul> <b>Action:</b> Clerk to email Andrew cc Cllr JW                                                                                                                                                                                                                                                                                                                                                                                                     | Clerk/JW                                                     |
| 240419/04 | <b>Review of Current Bank Balances including Flagstone</b> <ul style="list-style-type: none"> <li>The first tranche of the Council precept has arrived of £199k.</li> <li>The devolved services monies have also arrived of £15k.</li> <li>This is in addition to £10k within the current account.</li> </ul> <p><b>Action:</b> It was agreed to move £300k to the Flagstone A/c to maximise the amount of interest being received. Proposed by Cllr AH and Seconded by Cllr MH – Members agreed.</p> <p>A question was raised about the different colouration of the individual bank accounts listed under Flagstone. There is no significance of the different colours being used.</p> <p>Metro, Unity, and Nationwide accounts all sit outside of the Flagstone portfolio. It was suggested that maybe these accounts should all be transferred to Flagstone.</p> <p><b>Action:</b> It was agreed to review these accounts to see if we can obtain a better rate of interest through transferring, if it does not affect the ability to transfer money to the current account if required.</p> | Cllr AH<br><br><br><br><br><br><br><br><br><br>Cllr AH/Clerk |

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| 240419/05 | <b>Budget Headings Report</b> <ul style="list-style-type: none"> <li>The budget heading report indicates that we spent £373k during the financial year 2023/2024. It is expected that we will spend £419k this year. The accruals are not reported but will be actioned.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                             |
| 240419/06 | <b>Financial Regulations 2024</b> <ul style="list-style-type: none"> <li>The regulations presented do not have any material changes only the dates to be amended.</li> <li>The new financial regulations from NALC have been consulted upon but their finalisation has not been completed. These will be presented at a future meeting when further information is provided by NALC.</li> </ul> <p>Cllr AWH arrived at the meeting at 10.08am.</p> <ul style="list-style-type: none"> <li>Cllr JW advised that NALC has provided information that the full Audit report has also to be displayed this year along with the AGAR report.</li> <li>At the Full Council meeting on Monday night discussion had taken place about the Internal Auditors. As our existing Internal Auditors Validera (formerly HW Controls have indicated that it is no longer viable for them to carry out Internal Audits and raised their prices accordingly. A new Auditor has been appointed and will be carried out 30 May 2024. The Chair forwarded a list of Internal Auditors on a Forum and our new IA appears on this list.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                             |
| 240419/07 | <b>Risk Management Report and Register</b> <ul style="list-style-type: none"> <li>The risk register template matrix and report were discussed as this had been highlighted by the auditor.</li> <li>Cllr AWH advised that a separate risk should be monitored that relates to Cyber Security on our IT systems, as this is a particular issue that appears to be becoming more prevalent amongst local Council organisations.<br/> <b>Action:</b> Clerk to insert additional risk onto the register.</li> <li>Cllr MH/SW referred to password control on Parish Cllrs tablets/accounts. Currently, legacy passwords are being used and any change should be actioned by Dr. Tech our IT consultants. There followed a debate over who should have responsibility of control.<br/> <b>Action:</b> We should control all our passwords by the parish instead of Dr. Tech controlling this under their services.</li> <li>There was a debate that the item listed as 'Red' on the matrix should be listed as a Medium risk, as office personnel can work from home and we have a policy in those circumstances. It was decided that we should leave it as 'Red' risk rating as business interruption and destruction of an office. The impact is Medium and the probability is 'Low', due to mitigation measures that are in place.</li> <li>All Councillors should have a copy of the Basic and Emergency procedures document.<br/> <b>Action:</b> Clerk to arrange circulation for revision. This should go to Full Council for consideration.</li> </ul> | <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> |
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| <b>240419/08</b> | <b>Grant Application form Madelene Paton Luncheon Club</b> <ul style="list-style-type: none"> <li>Cllr MH proposed the grant should be increased to £1500. Last year they received a grant of £1200 and based on the level of service that they provide it was Seconded by Cllr JW and members agreed.</li> </ul> <b>Action:</b> Clerk to action a thank you letter advising that they are providing a good service to the community, and this is why their grant has been increased this year.                                                                                                                                                                                                                                                                                                                                                                                       | <b>Clerk</b><br><br><b>F&amp;C/Clerk</b>                                 |
| <b>240419/09</b> | <b>Grant Application form Denham United Football Club</b> <ul style="list-style-type: none"> <li>It was proposed by Cllr AH to provide the grant requested of £500 – Members agreed with the proposal.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>F&amp;C/Clerk</b>                                                     |
| <b>240419/10</b> | <b>Grant Application form Martin Baker Youth Football Club</b> <ul style="list-style-type: none"> <li>It was proposed by Cllr SW to provide the grant requested of £500 – Members agreed with the proposal.</li> </ul> <p>A general discussion took place about how we promote grant applications from the parish council. We place a notification on our website and through social media, further publicity can be placed on our noticeboards.</p> <p>Grants are open for applications to be submitted, once all the money has been allocated (within the current financial year) the applicant may need to re-apply again within a new financial year.</p> <ul style="list-style-type: none"> <li>Cllr AWH asked for a report to the finance committee meeting on those bodies that we have fixed standing grants.</li> </ul> <b>Action:</b> Clerk to action for the next meeting. | <b>F&amp;C/Clerk</b><br><br><br><br><br><br><br><br><br><br><b>Clerk</b> |
|                  | <b>Date and Time of Next Meeting</b><br>Friday 21 June 2024 10am Denham Parish Office, Village Road, Denham.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                          |

Meeting concluded at 10:48am

**Derek Wilson**  
 Executive Clerk and RFO  
 25 April 2024

Chairman \_\_\_\_\_

Date \_\_\_\_\_