

**Minutes of the Finance and Management Committee Meeting held on
Wednesday 17th January 2023 at 2pm in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors Beioley, Gardiner, Oakley, Roberts, Trinder and Wood

In attendance: Deputy Clerk/RFO

FM 01/17.01.24 APOLOGIES – None

FM 02/17.01.24 PUBLIC PARTICIPATION – None

FM 03/17.01.24 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – None.

FM 04/17.01.24 MINUTES OF THE PREVIOUS MEETING – Cllrs would like added to the minutes which item the Declaration of Interest was against. Cllr Trinder proposed, **“acceptance of the minutes of 12th December 2023 with amendment.”** This was seconded by Cllr Oakley and all agreed. **Action: RFO.**

Cllr Roberts updated the Committee on the FYC situation. Two working groups have been created. Posts will be re-advertised but not likely to be filled by Easter.

FM 05/17.01.24 CORRESPONDENCE – None

FM 06/17.01.24 RFO REPORT – this was sent in advance. Cllr’s discussed the RFO’s finding regarding Zurich does not cover cyber insurance. RFO was advised that hackers target companies that have cyber insurance. The Parish Council’s IT support stated that our critical data is safely stored. Cllrs agreed to review again at the annual review of insurance. Cllr’s asked does SDC have cyber insurance **Action: RFO.**

FM 07/17.01.24 TO AUTHORISE BANK TRANSERS/PETTY CASH – sent in advance.

- a) Bank Reconciliations were noted. Bank Account file was available for cllr’s to note. There was no petty cash.
- b) Authorised Bank Payments were noted.
- c) Income, Expenditure, Reserves balance, Balance Sheet and Budget against Forecast were all noted. Cllrs’s did note that on the budget against Forecast sheet, FYC payment had not been forecast. **Action: RFO.**
- d) Bank Account as at 31st December 2023. Cllrs noted the current bank balances.

FM 08/17.01.24 TO CONSIDER THE ADDRESS FOR THE OLD NEIGHBOURHOOD PUB BANK ACCOUNT - as per the RFO report, it has been confirmed with the Treasurer that the address registered with the COOP bank, does not have Chalford Parish Council in the address. Cllr Trinder proposes **“to continue with the address for the bank account”**. Seconded by Cllr Wood. 1 abstention. Cllrs asked the RFO to check the charity address and bring back to Committee. **Action: RFO.**

FM 09/17.01.24 TO APPROVE THE POLICIES

- a) **Social Media –** cllrs discussed some of the content and some small minor adjustments to be made regarding emails and to whom the points are in relation to. Cllrs were happy to approve the policy in advance of the amends. Cllr Beioley proposes **“to approve the Social Media Policy after amends and to be ratified at Full Council”**. Seconded by Cllr Oakley and all agree.

- b) **Health & Safety** - Cllrs' discussed the policy and agreed to call it a policy statement, to add contractors and volunteers into first paragraph, 2.3 change town to clerk. Cllr Gardiner proposes **"to approve the Health and Safety Policy Statement and to be ratified at Full Council"**. Seconded by Cllr Trinder and all agree
- c) **Data Protection Impact Assessment** – since the RFO report was sent out, more information has come through and this document is the guidance. A template has now been received and needs to be filled in by the clerk/RFO and brought back to a future meeting. **Action: Clerk/RFO.**

FM 10/17.01.24

TO CONSIDER THE POLICIES –

- a) **Investment Policy** – following the Internal Auditor's report stating that a separate policy was needed, the RFO provided a policy. The councillors discussed at great length the content, the need to include an Environment, Social and Governance statement (ESG) and decided that more time was needed. Cllr's agreed that a working party consisting of councillors and RFO to be tasked to provide a final document. RFO to provide more examples of policy for comparison **Action: AMW/DW/RFO.**
- b) **Bio-Diversity Policy** - Cllr Oakley informed the committee that he had looked at this document in full and suggested some changes could be made. Cllr's noted that the Parish Council has always had biodiversity high on it's agenda and we are already fulfilling a lot of these obligations. Cllrs agreed that a working group which included members from ChalCAN, FOFW, Hilltop Gardeners Club, Footpath Working Group etc may be useful in ensuring that the council works in partnership with other organisations. Cllr Gardiner proposes **"to approve the Bio Diversity Policy with amends and to be ratified at Full Council"**. Seconded by Cllr. Beioley and all agree.
- c) **Camera Operating Policy** – as per the Data Protection Impact assessment, a template has now been received and needs to be filled in by the clerk/RFO and brought back to a future meeting. . **Action: Clerk/RFO.**

FM 11/17.01.24

TO CONSIDER INVESTMENT ACCOUNTS IN EITHER – Redwood Bank, Nationwide, Hampshire Trust Bank and CCLA. The RFO provided a simple spreadsheet for comparison. Cllrs agreed that this needs to be looked into in and ask RFO and Chairman to consider these. **Action: AMW/RFO.**

FM 12/17.01.24

TO CONSIDER A DEEP DIVE FOR NEXT INTERNAL AUDIT VISIT – as per the RFO report, the Internal Auditor asked if there was anything the Committee would like him to consider in more depth. Cllrs task the RFO to see how long he is appointed for, when would this be actioned before they decide. To bring back to the next meeting. **Action: RFO.**

FM 13/17.01.24

TO FINALISE THE ASSISTANT GROUNDSMAN REQUIREMENTS – Cllr's agree with the recommendation of the RFO to have a working group consisting of councillors, clerk and Groundsman. Financial Regulations also state that it should also consist of either the Chair of this committee or Full Council. **Action: AMW/CG/SS/CLERK/GROUNDSMAN.**

The date of the next meeting is scheduled for Tuesday 13th February at 2pm. There being no further business the Chair of the Committee closed the meeting at 4pm.