

25<sup>th</sup> April 2022

Minutes of the Finance Meeting held on **Friday 22<sup>nd</sup> April 2022 at 10.30am** at  
**Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX**  
For the purpose of transacting the business as set out below

<b>Committee Members:</b>	<b>Cllr Ann Ronaldson - Chair</b>
Cllr Carol Northwood	Cllr Graham Davison
Cllr Peter Kirkham	Cllr Linda Morgan

## Minutes

	<b>Newly voted Chair (Ann Ronaldson) Welcome and Introduction to Finance Committee meeting.</b>	<b>Actions</b>
42/21	<p><b>Present:</b>  Cllr A Ronaldson (AR)  Cllr G Davison (GAD)  Cllr L Morgan (LM)</p> <p>Cllr S Kennedy – Non committee Councillor (SK)</p> <p>Donna Moore – Temporary Acting Proper Officer Minute Taker (DM)  Sarah Espey – Responsible Financial Officer (SE)  Jess Hardy – Document Controller (JH)</p>	
43/21	<p><b>Apologies for Absence:</b>  Cllr C Northwood – voted 3 votes for</p>	
44/21	<b>Public Forum for members of the public to speak: N/A</b>	
45/21	<b>Declarations of Interest: N/A</b>	
46/21	<p><b>Minutes:</b>  To approve and sign the Minutes of the Finance Committee meeting held on Thursday 17th February 2022. – <b>Voted 3 votes for</b></p>	
47/21	<p><b>Financial Regulations V6</b>  a) RFO and Committee to discuss and agree proposed changes.  b) Committee to agree to recommend changes to the Main Meeting on 04.05.22 for adoption of V7.</p> <p><b>RFO confirmed the draft version is in line with the NALC template and asked for questions.</b></p> <p><b>Cllr Davison queried item (11) H change wording for RFO shall present 3 quotations</b></p> <p><b>Cllr Davison queried index 7.6, suggested to completely remove wording</b></p> <p><b>Cllr Ronaldson queried 6.18 – RFO answered</b></p>	<p>JH</p> <p>JH</p>

	<b>Committee voted 3 votes for to make changes and make recommendation to full council at the Annual meeting</b>	
48/21	<b>Parish Loans</b> RFO to provide Committee with update on proceedings with loan enquiries. <b>SE advise the Committee she had spoken to Mel Woof from Bucks and Milton Keynes Association of Local Councils,</b> <ul style="list-style-type: none"> <li>• We need to register with them to borrow money,</li> <li>• Max loan is £500k and the loan must be for an Asset.</li> </ul> <b>GAD asked if we can go directly to Government, it was identified the process was the same that Mel had sent.</b>	
49/21	<b>Banking Authority Mandate</b> RFO to update on the Banking Authority Mandate. <b>RFO Confirmed all bank account signatory have been updated, and a procedure has now been put in place.</b> <p><b>RFO highlighted to the committee of issues we are currently having with our CO-OP account, they have changed their system. We have logged a complaint and in the future we might need to consider moving banks.</b></p> <p><b>DM reminded committee did they want to consider adding a staff member to the banking authority mandate so they can make payments in the absence of the RFO.</b></p> <p><b>Cllr Davison proposed and second by Cllr Morgan to add wording to Financial Regulations index 6.15 to allow member of staff for approve payments for the current account only and that payments are to be authorised by one member of staff and one councillor and Committee to recommend to Main Meeting to add Mrs Moore to bank Signatory</b></p>	           RFO          JH
50/21	<b>Asset Register Review</b> Update from Mrs Moore <b>DM advised the committee that Cllr Northwood carried out the review and the asset list has been updated – Noted</b>	
51/21	<b>Quarterly Grants and Donations Summary</b> Committee to review the summary of Grants and Donations issued. <b>Noted</b>	
52/21	<b>Next Finance Committee Meeting</b> Next Finance Committee Meeting date is 2.00pm on Wednesday 25 <sup>th</sup> May 2022. <b>SE highlighted the new time causes difficulties as she finishes at 2:30.</b> <p><b>Councillors to discuss at Annual Meeting.</b></p> <p><b>Meeting finished 11:30am</b></p>	

<p>53/21</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p><b>Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1060 section (2).</b></p> <p><b>Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting.</b></p> <p><b>To approve and sign the private confidential minutes for meeting held on Thursday 17<sup>th</sup> February 2022.</b></p> <p><b>All minutes concerning Part 2 of this meeting are recorded separately for confidentiality purposes and the signed minutes and backing papers held securely.</b></p>	
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