

15th September 2022

Minutes of the Finance Meeting held on **Wednesday 31st August 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:

Committee Members:	
Cllr Carol Northwood	Cllr Ann Ronaldson - Chair
Cllr Peter Kirkham	Cllr Linda Morgan

MINUTES

	Welcome and Introduction to Finance Committee meeting.	Actions
15/22	Present: Committee Attendees: Cllr Linda Morgan (LM) Cllr Carol Northwood (CN) Cllr Ann Ronaldson (AR)-Chair Non-committee Attendees: Mrs Sarah Espey (RFO) Mrs Kerry Fane-Minute-Taker-(KF) Cllr Sandra Kennedy-(SK) Cllr Paul McGahan-(PM)	
16/22	Apologies for Absence: Cllr Peter Kirkham- Agreed by 3 votes for.	
17/22	Public Forum for members of the public to speak: Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each a member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). None.	
18/22	Declarations of Interest: None.	
19/22	Minutes: To approve and sign the Minutes of the Finance Committee meeting held on Wednesday 29th June 2022. Agreed by 3 votes for, with the following spelling changes 'weather' to 'whether' and 'sperate' to 'separate'.	
20/22	Risk Management: None.	

21/22	Budget: Committee to review the actual spend against budget to date. RFO advised the committee this has recently been reviewed, and recommend deferring to the next committee meeting. Agreed to defer by 3 votes for.	DM
22/22	Internal Auditor: Update on appointment of a new Internal Auditor. RFO updated the committee about a forum, where there is a list of auditors with the proper credentials for Parish Council audits and requested to re-visit this item at the next meeting once she has contacted potential auditors. Agreed to revisit. https://internalauditforum.org.uk/information	DM
23/22	Bank Signatures: RFO to update committee if Mrs Moore has now been added as a bank signatory. RFO confirmed Mrs Moore had been added as a signatory. She also clarified the item title should be bank mandate. Noted by committee.	
24/22	Internal Scrutineer: Update from Councillor Northwood. CN advised still in progress and yet to do 'spot-check'. RFO agreed could happen at any point. Noted by committee.	CN/RFO
25/22	Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide: Committee to review and recommend to Full Council to adopt Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide. RFO advised committee of the specific changes made, which ones applied to SPC, and which were already done. Noted and agreed by 3 votes for.	RFO
26/22	Grants: To review grant allocation for the quarter RFO updated committee £6,000 budget allocated and to date 2 grants have been awarded (Roman Park Residents Club £1000 and Heron Lodge £250) totalling £1250 this leaves £4750 available. She recommended the council promote the grant application process, as after September the grants can be opened to outside the parish. Noted.	JH/DM
27/22	External Auditor Committee to agree to continue using the Smaller Authorities Audit Appointments (SAAA) central external auditor appointment arrangements. RFO updated council on the implications to consider, and suggested	DM

	to stay with SAAA. Agreed by 3 votes for, to recommend to full council to stay and continue using SAAA.	
28/22	<p>Ranger Vehicle Expenses Committee to review expenditure for Rangers Vehicle Expenses and make recommendation to approve an overspend of £2500 for the year to come from the Vehicle Reserves of £25,000. RFO advised no policy in place on how to respectfully maintain our vehicles and recommended one be considered. LM to ask PK to double-check all vehicle checks are being done. DO to put a check list together.</p> <p>RFO advised will have to take £2,500 from reserves to pay for the vehicle expenses. RFO reminded committee she had been asked to monitor fuel usage and advised it was within accepted limits. She added she would continue to monitor. Noted.</p> <p>Agreed by 3 votes for to take £2,500 from reserves.</p>	DM/LM/PK/DO
29/22 a)	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 1960 section (2). Agreed by 3 votes for.	
b)	Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting. Agreed by 3 votes for to allow RFO and KF to remain for confidential item 30/22.	
30/22	<p>Confidential Minutes: To approve and sign the private and confidential minutes for the meeting held on Wednesday 29th June 2022. Agreed by 3 votes for.</p>	

Meeting closed at 11.04am