



**Minutes of the meeting of the Finance and Administration Committee.
Held in Michael King Pavilion, Recreation Ground, Main Road
Colden Common, SO21 1UU
on Monday 24th April 2023 at 7:00pm**

Present: Cllr Hazel Crosthwaite (Chair)
Cllr Richard Izard
Cllr Brian O'Neill
Cllr John Pearce

Apologies: Cllr Rob Veck
Cllr Maggie Hill
Sophie Thorogood (Asst Clerk)

In attendance Debbie Harding (Asst Clerk)
Cllr John Boyes

F24/22 To receive any apologies for absence.
Apologies were received from Cllr Rob Veck and Cllr Maggie Hill.

F2522 To receive any Councillor declarations of pecuniary or non-pecuniary interests, in relation to any items on the agenda.
No declarations were made.

F26/22 To approve and sign the minutes of the meeting of the Finance Committee held on 5th December 2022.
The minutes of the Finance Meeting held on 5th December 2022 having been circulated, were considered.

The minutes were agreed as an accurate record of the meeting, proposed by Cllr John Pearce seconded by Cllr Brian O'Neill and carried.

F27/22 Update on minutes, correspondence and other relevant matters not included elsewhere on the agenda (for information only)

No updates were discussed.

F28/22 To receive questions from members of the public

No members of the public were in attendance.

F29/22 To receive the internal auditor's opinion on the audit of the accounts for the year ending 31st March 2023

The Internal audit took place on the 24th April in the Parish Office. The auditor completed, signed and dated internal audit declaration as part of the Annual Government statement. This document was circulated to Councillors at the meeting. Cllr Izard met with the internal auditor and can confirm that no issues were raised nor identified.

F30/22 To approve the Financial Risk Assessment

The Clerk presented the financial risk assessment for 2023-24 and it was approved.

Bank mandates will be updated at the Annual meeting for the Council as new signatories are required and signatories need to be removed.

Legionella risk assessments were discussed. The Clerk to request a discount with the existing legionella risk assessment contractor.

The Clerk to request a recent actuary valuation for the deficit value on the pension should the Council decide to exit the scheme.

F31/22 To resolve to recommend to Full Council approve, sign, date the Income and Expenditure for Colden Common Parish Council prepared in accordance with proper practices by the Proper Officer of the Parish Council for the financial year 2022-23

It was resolved to recommend to Full Council to approve, sign and date the income and expenditure prepared in accordance with proper practices by the proper officer and responsible financial officer for the financial year 2022-23. Proposed by Cllr Hazel Crosthwaite, seconded by Cllr Richard Izard and carried.

F32/22 To resolve to recommend to Full Council to approve, sign, date the statement of balances prepared in accordance with proper practices by the proper officer of the Parish Council for the financial year 2022-23

It was resolved to recommend to Full Council to approve, sign and date the statement of balances in accordance with proper practices by the proper officer and responsible financial officer for the financial year 2022-23. Proposed by Cllr Hazel Crosthwaite, seconded by Cllr John Pearce and carried.

F33/22 To resolve to recommend to Full Council that the Council approve section 1 of the Annual Governance and Accountability Statement) declaring it correct to the best knowledge and belief with respect to the accounting statements for the year ending 31st March 2023 for submission to the external auditor.

It was resolved to recommend to Full Council to approve, sign and date section 1 of the Annual Governance and Accountability Statement) declaring it correct to the best knowledge and belief with respect to the accounting statements for the year ending 31st March 2023 for submission to the external auditor.

Proposed by Cllr Hazel Crosthwaite, seconded by Cllr Richard Izzard and carried.

F34/22 To resolve to recommend to Full Council that the Council approve section 2 on the Annual Governance and Accountability return for the year ending 31st March 2023 approve and sign the statement, declaring it correct for submission to the external auditor

It was resolved to recommend to Full Council to approve, sign and date section 2 of the Annual Governance and Accountability Statement) declaring it correct for the year ending 31st March 2023 for submission to the external auditor. Proposed by Cllr Hazel Crosthwaite, seconded by Cllr John Pearce and carried.

F35/22 To resolve to recommend to Full Council ear marked reserves

It was resolved to recommend to Full Council reserves to be free and ear marked as follows.

Breakdown of reserves	
Free reserves	55,764.73
Recreation Pavilion refurbishment	25,567.23
Lengthsmen	1200.00
Illegal encampments	7500.00
Telephone Box	1000.00
Play area replacement	87,164.00
Total	178,195.96

Proposed by Cllr Hazel Crosthwaite, seconded by Cllr John Pearce and carried.

F36/22 To discuss the draft TP1 in regard to the transfer of Stratton Copse and recommend its approval to the Full Council

The draft TP1 was not available to review. A list of outstanding responses was discussed and agreed for the Clerk to discuss with the solicitor. Delegated powers to be approved at the next Full Council meeting in respect of signing the transfer.

F37/22 To agree any matters for the next meeting

Pension deficit and associated risks
Legionella risk assessment