

## FELSTED PARISH COUNCIL

### Minutes of the Finance Committee Meeting held on 25 May 2021 at 5.00 pm by Zoom video conference.

- Present** Councillors Graham Harvey (Chair until F21/20), Frances Marshall, Roy Ramm (Chair from F21/20), John Moore and Richard Silcock.
- F21/19 **Apologies for absence and declarations of interest**  
There were no Apologies or Declarations of Interest.
- F21/20 **Election of Chair**  
Cllr Graham Harvey resigned as Chair of the Committee. Councillor Roy Ramm was proposed as Chair by Cllr Graham Harvey, seconded by Cllr John Moore and unanimously elected as Chair.
- F21/21 **Consideration of the Internal Audit Report for 2020-21**  
The Report from the Internal Auditor was noted including the recommendations therein. The RFO will arrange to update the website to gather all transparency documents together in 1 section.
- F21/22 **Consideration of 2020-21 year-end Audit Annual Governance Statement**  
The RFO presented the Year End Audit Annual Governance Statement (Section 1). Members studied the document and confirmed compliance with the requirements of the external auditors and the new Practitioners Guide. Members agreed to recommend acceptance at the June full Council Meeting.
- F21/23 **Consideration of the 2020-21 year-end Audit Accounting Statements and Audit Return**  
The RFO presented the Year End Audit Accounting Statements (Section 2). Members studied the document and discussed the figures. The RFO noted that the figures to 31 March 2021 had prepared on an income and expenditure basis as was agreed at the finance committee meeting on 14 October 2020 under minute F20/36. Further the figures for the year ending 31 March 2020 had been restated to an income and expenditure basis from the previous receipts and payments basis to allow for comparison to the figures to 31 March 2021.  
Members agreed to recommend acceptance at the June full Council Meeting.
- F21/24 **Approval of Minutes of the meeting held on 5 May 2021**  
The Minutes of the meeting were agreed. It was agreed to add a note to the minutes to update the date of the current meeting from 28<sup>th</sup> May to 25<sup>th</sup> May. They will be signed by the Chairman when the committee next meets in person.
- F21/25 **Matters arising from the previous Minutes (not covered elsewhere on this Agenda)**  
It was noted that Maurice Howard (the internal auditor) had retired. The RFO will contact EALC for suggestions of other internal auditors to contact as a replacement.  
It was unanimously agreed that Cllr John Moore would be a signatory on the bank accounts.  
It was also agreed that the Committee meeting due 28<sup>th</sup> July would be conducted by Zoom and arrangements for future Committee meetings would be reviewed at the meeting.
- F21/26 **Any urgent matters and proposals for future agenda items**  
None.

F21/27

**Next meeting**

The meeting closed at 5.30 pm.  
The next meeting will be held on 28<sup>th</sup> July 2021.

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Chairman

Dated .....