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Parish Clerk: Sam Heynes  
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## Finance & General Purposes Committee

Minutes of the meeting held at 8pm on Thursday 6<sup>th</sup> June 2024

**Present:** Mr M Sheldon (Chairman), Mr A Burton, Mrs A King and Mr A Symonds

**In Attendance:** Mrs S Heynes (Clerk)

**Public Question Time:** No members of public were present.

**FGP001 To receive apologies for absence**

Cllr Oversby-Powell offered his apologies which were noted, and Cllr White was absent.

**FGP002 To receive declarations of interest from Members in respect of any matter on the agenda. The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it.**

None.

**FGP003 To approve the minutes of the meeting held on 11<sup>th</sup> January 2024**

The minutes of the meeting held on 11<sup>th</sup> January 2024 were noted and approved.

**FGP004 To note the F&GP Action List**

There were no open actions to review.

**FGP005 To receive and note the Internal Auditor's Report for 2023-24**

Committee noted the report and that there were no items to address this year.

**FGP006 To consider for adoption the updated Financial Regulations**

The Committee instructed the Clerk to explore the creation of a Risk Management policy, and to add a reminder to the annual meeting agenda for all councillors who approve payments to ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

After a complete review the committee resolved to recommend the updated Financial Regulations were adopted at the next Full Council meeting.

**FGP007 To consider the Year End Accounts and Annual Return for 2023/24 for approval at Full Council on 13<sup>th</sup> June 2024**

Council reviewed the year end accounts and annual return and resolved to recommend this for approval at the next Full Council meeting.

**FGP008 To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. Such matters will be for noting only or deferral to a future meeting only**

None.

Meeting Closed at 8.40pm

Signed \_\_\_\_\_