

**TERLING AND FAIRSTEAD PARISH COUNCIL FINANCE COMMITTEE SUBJECT TO APPROVAL**

**Minutes of the Meeting of Terling and Fairstead Parish Council Finance Committee held at 8.00pm on 11<sup>th</sup> June 2018 at Woodlands, The Street, Terling**

---

**Finance Committee Present:** Mrs S McNamara  
Mrs S Alder  
Mr R Dixon  
Mrs F Killby (Parish Clerk/RFO)  
  
(no members of the public present)

Mrs S McNamara was unanimously appointed Chairman of the meeting.

1. *Apologies for Absence* - none received.
2. *Declaration of Interests* — none declared.
3. *Meeting Open to the Public* - no members of the public present.
4. *Approval of Minutes of Last Finance Committee Meeting* - SA proposed that the minutes of the meeting held on 12<sup>th</sup> February be approved and signed as a true and accurate record. Seconded by RD. Unanimously approved.
5. *Review of Internal Audit and Review of the Effectiveness of Internal Control* – One issue with regard to the clerk’s absence on holiday was raised. It was agreed that a Call Divert service should be set up and also an answer machine should be purchased for general day to day contact, to be approved at full council meeting on 26<sup>th</sup> June, everything else was felt to be in order. Thanks were noted to the Clerk/RFO for their work on the internal audit and other paperwork.
6. *RFO to sign Accounting Statement prior to presentation to full Council on 26<sup>th</sup> June 2018* – duly signed.
7. *Business and Financial Risk Assessment Review* – Two suggested amendments for internal controls to cover the acceptance of cash payments for the Community Bus service and the General Data Protection Regulations were recommended for approval at full council meeting on 26<sup>th</sup> June 2018.
8. *Financial Regulations Review* – The wording for the receipt of petty cash receipt was reviewed but no changes were felt to be necessary.
9. *Standing Orders Review* – A number of changes due to new legislation including General Data Protection Regulations as advised by NALC that are in the latest model standing orders were reviewed and all are recommended for approval at full council meeting on 26<sup>th</sup> June 2018. RD suggested that the internal auditor check the Standing Orders to ensure the Council is compliant in all matters. Clerk to arrange.
8. *Information/Next Agenda Items* – Clerk to ascertain with A Jiggins the security of the tractor mower on a weekly basis. Clerk to visit garage to see if redundant equipment has any second hand value. Clerk to check with auditor as to whether certain emailed documents (ie complaints, legal documents) should be password protected.

**9. Date of Next Meetings**

7.30 pm 26<sup>th</sup> June , Parish Council Meeting, Terling Village Hall  
7.30 pm, 7<sup>th</sup> August, Parish Council Meeting, Square and Compasses, Fuller Street  
7.30 pm, 18<sup>th</sup> September, Parish Council Meeting, Terling Village Hall

Meeting closed at 09.40 pm