

Kelvedon Parish Council

The Old Bank, 63 High Street, Kelvedon, Essex, CO5 9AE

MINUTES FINANCE COMMITTEE 25 February 2020

- Present:** Cllr Hooper, Cllr Anderson, Cllr Caudwell-Smith, Cllr Jayatillake, Cllr Leach, Cllr Pilbeam, Clerk: P Potter
- F22/19-20 **Apologies for Absence****
Apologies were received and accepted from Cllr Tremain
- F23/19-20 **Declarations of Interest****
None
- F24/19-20 **Confirmation of Minutes****
It was Proposed Cllr Leach, Seconded Cllr Hooper and unanimously resolved that the minutes of the Finance Committee meeting held on 11 September 2019 are a true record and were signed accordingly.
- F25/19-20 **Public Discussion****
None
- F26/19-20 **Review of Asset Register****
It was Proposed Cllr Hooper, Seconded Cllr Jayatillake and unanimously resolved to agree the Asset Register.
- F27/19-20 **Review of Operational and Financial Risk Register****
It was Proposed Cllr Jayatillake, Seconded Cllr Leach and unanimously resolved to approve the reviewed Operational and Financial Risk Register.
- F28/19-20 **Review of Internal Controls****
It was Proposed Cllr Pilbeam, Seconded Cllr Leach and unanimously resolved that the internal controls procedures are robust and are being adhered to, as per the Internal Controls Policy, with the exception of the quarterly internal financial checks which need to be re-implemented with immediate effect. This will be taken forward by the Clerk and Cllr Leach, and the Internal Controls Policy was approved, unaltered.
- F29/19-20 **Review of Policy for Expected Income****
It was Proposed Cllr Jayatillake, Seconded Cllr Caudwell-Smith and unanimously resolved to approve the reviewed Policy for Expected Income.
- F30/19-20 **Review of Risk Assessments****
It was Proposed Cllr Pilbeam, Seconded Cllr Anderson and unanimously resolved to approve the reviewed risk assessments and method statements, as revised, to reflect the changes brought about by the changes to how the PAMW work is now undertaken.

Kelvedon Parish Council

- F31/19-20 Review of Effectiveness of Committee**
It was Proposed Cllr Jayatillake, Seconded Cllr Leach and unanimously resolved that the Finance Committee is effective.
- F32/19-20 CCTV Upgrade/Renewal**
It was Proposed Cllr Caudwell-Smith, Seconded Cllr Leach and unanimously resolved to recommend to Full Council that the CCTV quotation be accepted and implemented, when the playground works are undertaken and the cost taken from general reserves. It was also agreed to investigate the viability and cost of accessing a power point near the Thorne Road play area to install a CCTV camera.
- F33/19-20 Next Meeting**
The next meeting of the Finance Committee will take place on 12 May 2020.

Signed

Date