

Finance Meeting Minutes, 27<sup>th</sup> Feb 2018

Attendance : Tina Newall, Steve Fogarty, Darren Marsden

Tina Newall agreed to Chair the meeting

Darren Marsden Agreed to take minutes

		ACTIONS
1	Minutes of Last minutes approved	
2	Risk Assessment and Management document reviewed. A new diary item was added for the clerk to circulate Internal Audit report when it becomes available. Document renamed to include Risk Assessment and Management (financial) updated 27028 and Steve to forward to the clerk.  Action Lisa to ensure all Diary items are noted and reminders set.	Steve / Clerk
3	Internal Audit Effectiveness Review document was reviewed and agreed as accurate and carried forward as is. Steve will update the dates and document name to be relevant to the new financial year and circulate to the clerk.	Steve
4	Asset Register reviewed and updates made. Request a review of status is added to the next Parish Council meeting and the clerk to update and circulates to the finance committee for next year as part of the document pack for next march finance meeting	Steve/Clerk
5	Audit Plan. Agreed as accurate and relevant. Steve to update to reflect new financial year and circulate to Clerk	Steve
6	Financial Procedure document updated, 3 year plan still to carry over and DM will work with the clerk on this. Steve to forward document to clerk	Steve/Darren/Clerk
7	N/A	
8	Review of Terms of Reference carried out, agreed to be relevant and no changes proposed.	
9	No outstanding Actions from previous meeting outstanding.  The committee reviewed the regulations and with exception of following recommend they should be accepted. 6.5 Amended to allow a cash float to be help up to an amount agreed by the FPC	