

## **WARFIELD PARISH COUNCIL**

### **MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**

held **virtually** on **Thursday 22 April 2021** at **7.45pm**

**Present:** Councillors Strudley (Chair), Ms Dulieu and Fitzwilliams and Mrs Wallen

**In attendance:** The Parish Clerk, Cllr MacCracken, Finance Officer

*Members were introduced to Scott Beard, the new Finance Officer*

#### **001. Apologies for absence**

Apologies were received from Cllr Mrs Barnard

#### **002. Declarations of interest**

No declarations of interest were received.

#### **003. Minutes of the previous meeting**

The minutes of the meeting of 23 March 2021 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Mrs Wallen and the minutes were **APPROVED** by members present.

#### **004. Matters arising from the previous meeting**

The Clerk updated members on the processing of the write-off of bad debt.

The Clerk advised members that 527 members of the public had signed up to receive the digital Wren.

#### **005. Financial Report**

The draft Financial Report to the end of March 2021 was circulated to members ahead of the meeting. The Clerk would finalise figures ahead of the next meeting. An update on debt would be presented at the March meeting.

The Clerk updated members on the position of the general reserve as at 31 March and the repayment of debt. The committee asked the Clerk to bring forward further write-off proposals.

The report was noted.

#### **006. Standing Orders**

The draft standing orders were circulated to members ahead of the meeting.

The Clerk explained the changes which included updates for working group arrangements and a temporary standing order to allow for delegated decisions during continued virtual meetings.

The revised standing orders were noted.

#### **007. Financial Regulations**

The draft financial regulations were circulated ahead of the meeting.

There were no changes to the financial regulations.

The financial regulations were noted.

#### **008. Financial Management Supporting Documents**

The Clerk circulated a series of financial management documents to the committee ahead of the meeting.

The Investment Strategy 2021-22 and the Reserves Policy were noted by the committee and recommended for approval by council.

The Financial Management Procedure and General Reserve Requirement 2021-22 were noted by the committee.

#### **009. Asset Register**

The Asset Register as at 31 March 2021 was circulated to the meeting ahead of the meeting.

A query on the allotment building was raised which the Clerk would check ahead of the approval by council.

The Asset Register was noted.

#### **010. Responsible Financial Officers report**

The Clerk was asked about the parish Plan and an update would be brought to a future meeting. Cllr Strudley advised that he was continuing to review the walks and asked other to assist in the route reviews.

#### **011. Future agenda items and date of the next meeting**

Items for future agenda items were circulated to members. The date of the next meeting was agreed as Tuesday 25 May 2021 at 7.45pm.

## **012. Closure of the meeting**

The Chairman thanked Cllrs Fitzwilliams and Mrs Wallen for their contribution to the committee as they were standing down at the annual meeting.

The meeting closed at 8.39pm.