



Finance Committee Meeting - Minutes Monday 29th April 2024

Meeting held in Rogate Village Hall Pavilion starting at 7.00pm.

Parish Councillors in attendance: Chairman Adrian Collins (AC), Max Harwood (MH) and Angie Simonds (AS).
Clerk: Debbie Harknett.

There were no members of the public in attendance.

Chairman: Adrian Collins adrian.collins@rogateparishcouncil.gov.uk	www.rogateparishcouncil.gov.uk	Clerk: Debbie Harknett clerk@rogateparishcouncil.gov.uk
---	--------------------------------	--

- 1) **It was noted the meeting would not be recorded.**
- 2) **Apologies for absence** were received and accepted from Mike Galley (MG) and Octavia Pollock (OP).
- 3) **Declarations of interest** – none.
- 4) **The Minutes of last meeting** held on Monday 25th March 2024 were approved to be signed by the Chairman as a true record.
- 5) **There were no representations from the public.**
- 6) **Chairman's report** – AC had nothing to report not covered elsewhere on the agenda.
- 7) **Review of expenditure against budget 2023/24 and annual financial return**
 - a) AC explained there was little change in the finalised accounts from when they were reviewed in detail last month. Operation Watershed funds of over £70,000 distorted them quite heavily but we have ended the year within budget and increased our general reserves which was needed to keep within the recommended guidelines.
 - b) AC went through the asset register and noted the changes this year were in relation to SID batteries and Fyning corner grit bin (the damaged bin removed and the replacement is with AC until it has a new location) and the removal of items not owned by us – the finger posts (though we are responsible for their maintenance if we want to keep them) and the war memorial.
 - c) After discussion, it was unanimously agreed to recommend full council approve the accounts for 2023/24 and the Annual Governance and Accountability Return (AGAR) which will be reviewed by the internal auditor before going to the external auditor.
 - d) AC thanked and complimented the Parish Clerk/RFO on her proficiency in preparing for the audit and the annual AGAR.
- 8) **Pre-payment card update**

AC noted the application has been submitted to Unity bank and we have answered an additional question and await confirmation of acceptance.
- 9) **Laptop security software**

AC noted the website is covered by Netwise internet security system while the PC laptop operates with Microsoft Windows firewall and internet security which is not active software and the Clerk has suggested the risk be reviewed. After discussion, it was unanimously agreed appropriate software should be purchased for the PC laptop – AS offered to research options.
- 10) **Zoom/Teams**
 - a) AC had circulated an independent review of the functionality of Zoom and Microsoft Teams

and explained that while Teams is currently included within Microsoft 365 package this is at the base level.

- b) Clerk reminded the meeting zoom monthly cost is £13 which saves hiring the pavilion at a cost of £23.
- c) After discussion, given the unbiased research of the limitations that the inclusive Teams software can be burdensome to iPhones it was unanimously agreed to continue with our Zoom subscription.

11) Policy review – Finance Committee Terms of Reference

- a) AC reminded the meeting these are the guide as to how the committee operates in terms of finance and governance on behalf of the full council and he felt they were still appropriate.
- b) After discussion, AC's proposal of **resolution 'to accept reviewed Finance Committee Terms of reference'** was seconded by MH and approved by AS.

12) The next Finance Committee Meeting was scheduled to be held at 7.00pm on **Monday 30th September 2024 at Rogate Village Hall pavilion.**

There being no further business the meeting closed at 7.46pm.

.....
Chairman

.....
Date