

At a Meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** of COLEHILL PARISH COUNCIL held at COLEHILL VILLAGE HALL on **10th September 2024**, at **8.20pm**.

PRESENT

Cllr Emma Urquhart, Vice-Chair (Chair for the meeting)
Cllrs Susan Cowsill, Ann Edwards, KD Johnson and Ken Murgatroyd

APOLOGIES

Cllrs Leslie Gibson (Non-business) Mark Keniston (Non-business) It was RESOLVED to accept the reasons for the apologies.

IN ATTENDANCE

Mrs Z Caddy– Clerk.

135.24 DECLARATIONS OF INTEREST

There were no declarations of interest.

136.24 PUBLIC DISCUSSION PERIOD

No members of the public made representations.

137.24 MINUTES

The Minutes of the Meeting held on 20th August 2024, having been circulated, were taken as read, confirmed and signed.

138.24 MATTERS ARISING

There were no matters arising.

139.24 ACCOUNTS

The Clerk circulated a Financial Statement from 1 April 2024 to 4th August 2024, a copy of which appears as Appendix 1 to these Minutes in the Minute Book.

RESOLVED that the Financial Statement be received and noted.

140.24 YEAR END 31 MARCH 2024

It was NOTED that the external intermediate audit had been completed without anything of concern being raised. The Notice of conclusion of audit will be displayed on the Co-op noticeboard for a minimum of 14 days and online indefinitely. Their one observation was that the scenario of appointment of an internal auditor for the year must be altered. Their independence from the Council must be reviewed and minuted and the Council's expectations on what the audit will cover during should be set out each year in a letter on appointment to them.

141.24 GOVERNANCE DOCUMENT/POLICY REVIEW/ADOPTION

The following documents were adopted or reviewed and no changes made.

A) Disciplinary Procedure

B) Equality & Diversity Policy which will replace the Equal Opportunity Policy

- C) Grievance Procedure
- D) Sickness and Absence Policy
- E) Dignity at Work Policy

142.24 INSURANCE

It was RESOLVED to take out the annual Council insurance via A J Gallagher broker with Hiscox at a cost of £2,944.68

143.24 ACCOUNTS FOR PAYMENT

RESOLVED that the accounts listed in Appendix 2 to these Minutes in the Minute Book be passed for payment and bank transfer authorised accordingly.

144.24 BANK ACCOUNT RECONCILIATIONS

RESOLVED that the bank account reconciliations be signed in accordance with the Financial Regulations.

145.24 ITEMS FOR REPORT OR FUTURE AGENDA

Nothing to report.

The Meeting ended at 8:36 pm.

CHAIR