



## FINANCE COMMITTEE

### MINUTES OF MEETING HELD

7.30pm, THURSDAY 22<sup>nd</sup> OCTOBER 2009

Catshill Village Hall, Golden Cross Lane

Present Cllrs P Baker, Mrs M Owen (vice-chairman), M Tingle, G Witcomb

In attendance Clerk : Mrs G Lungley

1. Chairman for this meeting

**In the absence of the Chairman** Cllr Mrs Owen chaired this meeting

2. Apologies Cllr M Knight, Chairman (illness)

3. Declarations of Interest

None declared

4. Adjournment for Public Question Time

There were no representations from the public

5. Approval of minutes of previous meeting

The minutes of the meeting held 17/09/2009 were approved and signed.

6. Preparation of 2010/2011 budget

**As per attached** spreadsheet (Report A), to be recommended to the next meeting of the parish council with the proposal to consider the formation of a 5-year plan relating to annual revenue and capital projects, and to establish a policy relating to reserves.

A 5-year plan will need input from all the committees and possibly Parish Plan team.

7. Annual Reviews

- a) Risk Review: updated as Report B.
  - a.1 Regarding the entry relating to Members' Responsibilities it was noted that the failure of a member to complete their entry to the Members' Register of Interests had resulted in an investigation by the Bromsgrove District Standards Committee, with the hearing to be held 11/11/09.
  - a.2 It was agreed to include annual review of policies on the Risk Review Log.
- b) Effectiveness of Independent Internal Auditor: members accepted the clerk's report in favour of the current independent internal auditor. Recommendations from the IIA prior to this year's annual audit include the requirement for more detailed information on the asset register, and to review the level of fidelity insurance.
- c) Effectiveness of internal audit procedure: members undertook quarterly internal audit on 17/09/09 and whilst all books were in order there was a query relating to the office telephone contract which the clerk is to follow up.

8. Date and time of next meeting

The next meeting is to be held on Thursday 19/11/2009, starting at 7.30pm.

This meeting ended at 9.30pm

Signed.....  
Chairman, Finance Committee

Date.....  
19/11/2009