Stoke Gabriel Parish Council

## Finance and General Purposes Committee Meeting Minutes

Monday 24th July 2023

Attended by Finance Committee;- Cllrs. M Collings, R Harris, M King and J Woodfield.

Also attended by Cllrs. Bridge and Grant.

No members of the public were in attendance.

1. Chairman elected Cllr. King. Proposed by Cllr. Collings, Seconded by Cllr. Harris
2. Vice Chairman elected Cllr. Woodfield. Proposed by Cllr. Collings, Seconded by Cllr. King.
3. Finance Committee Terms of Reference were reviewed. It was decided the section regarding staffing matters would be removed, as there is to be a separate Staffing Committee Terms of Reference.
4. Financial Regulations have been reviewed and agreed. Website to be updated.
5. Internal Audit recommendations were discussed. The need for an Investment Strategy Policy and a Business Continuity Plan were agreed. Cllr. King to research.
6. It was decided the signatories for Lloyds Bank are Cllrs. Bridge, Collings and Harris. Cllr. Harris to proceed with the removal of all the other existing signatories on the account.
7. It was decided not to continue with the Scribe accounting system. A new Excel workbook has been introduced which covers our requirements. Cllr. King to contact Scribe and cancel contract.
8. The 1st quarters figures were discussed. The only concern currently is the tax payments made to HMRC. Cllr. King to contact SHDC payroll department and HMRC.

Date of Next Meeting;- TBC

Michelle King – Chairman Finance Committee.