

**Highnam Parish Council**  
**Highnam ~ Linton ~ Over ~ Lassington**



**Finance and Scrutiny Meeting**

**Tuesday 29<sup>th</sup> September 2021 @ 18.00hrs The Old School Office**

**Present:** Cllrs: C Coats, V Tustin Smith W Nicol, J Smith

**In Attendance:** J Badham (Parish Clerk and Responsible Financial Officer)

**1. To receive apologies for absence**

- All present

**2. To approve minutes from the meeting held on the Tuesday 8<sup>th</sup> December 2020**

- Approved and signed.

**3. To accept Audits**

- Committee received the internal audit; we are still waiting the external audit. The FRO is working through the action points raised by the auditor.

**4. To review Budget 2021/22**

- It was evident the current process is not clear and it was proposed to review how the financial reporting is presented. **Action Responsible Finance Officer (RFO) to review the process and present at December meeting.**

**5. To consider current Risk Assessment**

- The current format is not clear or adequate **Action RFO to review and present at December meeting.**

**6. Local Council Award Scheme**

- All agreed this was a worthy scheme and requires further consideration. **Action Clerk to forward the award scheme details to council for consideration at next council meeting.**

**7. GDPR (Data Protection Register)**

- Council is currently not registered with Information Commissioner's Office. **Action RFO to distribute documents relating data protection and details of our obligations.**

**8. Reserve Funds**

- FRO proposed investigating options of investing our reserve funds. Committee needs to be clear on the amount of money required in reserve for running cost. **Action FRO to research options and report back.**

## 9. Residual Items

- New contract of Employment for Clerk to be updated showing the increase from 9 to 12 hours following approval at Council in September. **Action clerk to update.**
- Clerk/FRO will be working from home while The Old School is refurbished. HMRC recommend reimbursement of £6 per week. **Action Council to consider appropriate amount.**
- Terms of Reference are out of date Action: RFO to update.
- The first item of business for the next meeting will be to vote a Chairperson. **Action FRO to include on the agenda for December meeting.**
- Open to public. We are now obliged to open this meeting to the public. **Action FRO publishes papers on the website and advertises next meeting. The committee to agree a location due to the closure of The Old School.**

Meeting closed 7.15pm

Next meeting will be held: Monday 6<sup>th</sup> December @ 2pm at the Gambier Parry Hall

Signed .....

Date .....