

Action Number	Title	Current Status	Status	Action Owner	Origin in Agenda / Minutes	Notes
202302	<b>Internal Audit report</b>			Council Officers	2023-05-23 FinC minute 23.03.10	
202304	Internal Audit report	Look at risk management assessment in light of inflation etc, Joint Panel on Accountability and Governance (JPAG) Society of Local Council Clerks (SLCC) Budgetary control were done and will continue to do so	Ongoing	Members	2023-05-23 FinC minute 23.03.10,2	JPAG practitioner-guide-2023 downloaded by chair
202308	Internal Audit report	Monitor website	Ongoing	JE	2023-05-23 FinC minute 23.03.10.6	work in progress
202311	<b>Asset Register</b>	Check updated Asset Register	Ongoing	Members	2023-05-23 FinC minute 23.03.11	Asset Register reconciliation commenced 16 October. All assets will be identified, photographed, what3words location and marked on a map.
202312	Asset Register	Update Scribe - add date of acquisition.	Ongoing	Council officers	2023-05-23 FinC minute 23.03.11.1	Work in progress
202313	Asset Register	old items need to come off & revisit the list to get breakdown on the historic £5k line	Ongoing	Council Officers	2023-05-23 FinC minute 23.03.11,2	
202315	Asset Register	Breakdown into a list of items held at nominal value and others.	Ongoing	Council Officers	2023-05-23 FinC minute 23.03.11.4	not yet ready
202317	Asset Register	check Sheepcot gates are not duplicated,	Ongoing	Council Officers	2023-05-23 FinC minute 23.03.11.6	21.11.23 All gates being checked by Facilities to confirm which is which
202401	Asset Register	Merge Roger's photos & what3words locations into Asset Register	Ongoing	JE	Mar 23 FinC mtg	
202402	Asset Register	Contact Moores to expedite receipt of 2023 FY Auditors report	Ongoing	JE	Mar 23 FinC mtg	
202403	Asset Register	Review Asset Register for Annual Accunts return	Ongoing	RFO and Finance Committee	Mar 23 FinC mtg	
202323	<b>TSB Bank access</b>	Setup TSB account access for FinC to approve payment	Ongoing	Council Officers	2023-05-23 FinC minute 23.03.12.4	20/3/24 Mandate change submitted - still awaiting response from TSB
202404	TSB Bank access	Chase TSB about no response to submitted a date change with new signatories	Ongoing	RFO	Mar 23 FinC mtg	
202405	<b>Unity savings</b>	Once signatories can log in deposit £170,000 in Unity Instant saver account	Ongoing	RFO	Mar 23 FinC mtg	£100,00 deposited by 17/4/24. There is a daily limit so the other £70k should be in by 22 April.
202407	<b>Cambridge savings</b>	Send £130,000 cheque to Cambridge Building Society along with completed application form	Ongoing	RFO	Mar 23 FinC mtg	Awatign clariifcation of cheque process form TSB
202327	<b>Savings/Investment Account for reserves</b>	Investigate potential investment accounts for up to £85k (each) eg CCLA Public sector deposit Fund / Unity Trust saving Account / Redwood Bank / Hampshire Trust/Metro/Black Rock/Lloyds/Cambridge	Ongoing	JE	2023-06-13 FinC agenda item 9	Investment Policy and Strategy written for approval by Council, Unity Trust Bank savings account opened 20/3/24. Deposit made, next step move to a term account. Cambridge BS application ready to go with cheque but need 4th signatory due to resignation of Cllr Hutchins. Open Redwood account next. Still not enough accounts for only £85k in each. Don't use CCLA or Metro. Opening accounts and being able to use takes a long time!
202333	Reserves account	Ensure amount in reserves account matches the budgeted reserves	Ongoing	Council Officers	2023-08-08 Fin C	
202335	Expenditure from reserves	Ensure Expenditure from EMRs appear as budget as well as actual	Ongoing	Council Officers	2023-08-08 Fin C	