

Action Number	Title	Current Status	Status	Action Owner	Origin in Agenda / Minutes	Notes
202302	Internal Audit report			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	Asset Register	Check updated Asset Register	Ongoing	Members	2023-05-23 FinC minute 23.03.11	Asset Register reconciliation has commenced 16 October, it is nearly complete. All assets will be identified, photographed, what3words location and marked on a map. This will take a few weeks but as soon as complete, it will be brought back to the committee
202306	Asset Register	Compare version at July meeting to Excel register	Ongoing	CR	Jul 2023 FinC meeting	CR no longer a Cllr
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 Shepcot 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
202318	Asset Register	check Gardiner gates - if donated have no value.	Ongoing	Council Officers	2023-05-23 FinC minute 23.03.11.7	confirm donated by TBD
202323	TSB Bank access	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 - awaiting response from TSB
202324	Budget movements	Consideration of budget and any movements as a regular monthly agenda item	Ongoing	Council Officers	2023-06-13 FinC agenda item 9	fixed agenda item since Au 2023
202325	Grant for LED street lights	Look into grants for converting streetlights to LEDs (greening) eg TOE / Mend the Gap / Information on DoE website	Ongoing	Council Officers	2023-06-13 FinC agenda item 9	Andy enquired at SODC but no useful information obtained.
202327	Savings/Investment Account for reserves	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	Don't use CCLA or Metro. 20/3/24 Unity trust account opened. Users received login credentials. Need to make a deposit. Cambridge application ready to go with cheque.
202332	Budget movements	Update budgets for items where expenditure has exceeded budget by transfers from other codes, or unbudgeted income, as agree in the August 2023 Finance Committee.	Ongoing	Council Officers	2023-08-08 Fin C	September agreed instead to keep a note of each explaining how it is handled
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	
202336	Scribe	Check reconciliation agrees with Scribe budget	Ongoing	Council Officers	2023-08-08 Fin C	Oct- stil not quite. Is Scribe reporting the on date range we expected?

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202301	Action List	Maintain list of actions and their status 15/6/23 This document is it!	Complete	Council Officers		this is it
202302	Internal Audit report			Council Officers	2023-05-23 FinC minute 23.03.10	
202303	Internal Audit report	Ask the Internal Auditor if they have a sample financial control checklist	Complete	Council Officers	2023-05-23 FinC minute 23.03.10.1	Have document
202305	Internal Audit report	Investigate insurance minimum requirements regarding valuations or level of cover, to be approved at Full Council	Complete	Council Officers	2023-05-23 FinC minute 23.03.10.3	done - insurance moved to BHIB
202307	Internal Audit report	JE investment register & strategy	Complete	JE	2023-05-23 FinC minute 23.03.10.5	discussed at FC and savings accnts identified see 202327
202310	Internal Audit report	Review the effectiveness of Internal Audit document and bring to the next meeting for approval.	Complete	Members	2023-05-23 FinC minute 23.03.10.8	approved 13/6/23
202314	Asset Register	continue existing policy of adding new items at cost and remove items disposed of.	Complete	Council Officers	2023-05-23 FinC minute 23.03.11.3	part of update
202319	Asset Register	Salt & grit bins – are they GPC.?	Complete	Council Officers	2023-05-23 FinC minute 23.03.11.8	They are OCCs
202321	CIL records	Officers of the Council to maintain a spreadsheet showing CIL receipts and remaining balances where partially spent. When there is a change provide updates sheet to next FC meeting.	Complete	Council Officers	2023-05-23 FinC minute 23.03.12.2 8/6/23 Agenda item 8	Updated
202322	Grants policy	Check that renewing Grants Policy will not stop us receiving grants from major potential donors. eg SODC (as MFR) / OCC (ask at OCC course, ask Kevin Bumer) / others?	Complete	Members	2023-05-23 FinC minute 23.03.12.3 8/6/23 Agenda item 8	JE and AS to meet with SODC. JE contacted K Bulmer. Confirmed it would not affect us and the Grants Policy was renewed.
202326	Funding for LED street lights	Confirm that CIL can be used	Complete	Council Officers	2023-06-13 FinC agenda item 9	it can
202328	CIL balance	£1,000 difference to be explained or reconciled. (exactly £1k discrepancy in two calculations of CIL total - probably keying in error in one)	Complete	Council Officers	2023-07-11 FinC minute 23.12.8.1	reconciled at Aug 2023 Finance Committee
202329	EMR movements	Need to update with payments made for streetlight replacment lanterns	Complete	Council Officers	2023-07-11 FinC minute 23.12.9.1	done
202330	EMR movements	Check if Sheepcot grass mats & Jubilee garden maintenance are recorded as per approved budget spend	Complete	Council Officers	2023-07-11 FinC minute 23.12.9.2	They were added to in Grass/Weeding
202331	Qtly report to Council	Prepare budget report at at 31 July for August Finance meeting to check spending is on track. Use result for 'quarterly' review to September Full Council	Complete	Council Officers	2023-07-11 FinC minute 23.12.10.1	went to Council in October 2023
202334	Expenditure from reserves	Propose update to Reserves Policy 3.3 to give Clerk delegated authoritt to spend up to £5k from reserves, subject to reporting it at the (next) Finance Committee	Complete	Council Officers	2023-08-08 Fin C	Agreed by CouncilSeptember 2023