



**Minutes of a Meeting of the Finance Committee of the  
Goring-on-Thames Parish Council**

**Tuesday 23<sup>rd</sup> April 2024 at 17.30 at Gardiner Pavilion**

**Public Session – Prior to the Start of the Meeting**

None present

**Members Present:**

Cllr J Emerson (JE)  
Cllr A Smith (AS)  
Cllr R Williamson (RW)

**Officers Present:**

Clerk Sarah Edmunds (SE)

**Public and Press:** None present.

Meeting started 17:30

**23.55.1. To receive apologies for absence (LGA 1972 s85(1))**

**23.55.2. Declarations of Interests (LA 2011 s31)**

*Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda*

**None**

**23.55.3. To consider requests for Dispensations [LA 2011 s33]**

**23.55.4. To note the need for a new Finance Committee member following Cllr Hutchins' resignation from the Council.**

*Deferred to the May Full Council meeting new council year appointments*

**23.55.5. To approve minutes of the meeting of 21<sup>st</sup> March 2024**

**Unanimously approved**

**23.55.6. To approve finalised expenditure list 1-31<sup>st</sup> March 2024**

**Appendix A**

**Unanimously approved**

**23.55.7. To note income 1-31<sup>st</sup> March 2024**

**Appendix B**

**Unanimously approved**

**23.55.8. To note the reconciled bank accounts as at 31<sup>st</sup> March 2024**

**Appendix C**

**Unanimously approved**

**23.55.9. End of Year Finance 2022-2023**

**Appendix D**

**23.55.9.1. To approve the annual accounts for 2023/2024, including:**

- Explanation of variances report
- reserves balances
- budget variations
- cash and investment reconciliation – Balance Sheet
- reconciliation of Box 7 and Box 8

**Unanimously approved to go to Full Council or approval**

**23.55.9.2. To agree content of the Annual Governance and Accountability Return (AGAR)**

Section 1 “Annual Governance Statement” 2022/2023 (must be approved by Full Council)

**Appendix E**

**Unanimously agreed** the content, to be put before Full Council in June as the Internal Audit has not been received

**23.55.9.3. To agree the Annual Governance and Accountability Return (AGAR) Section 2**

“Accounting Statements” 2022/2023 (must be approved by Full Council) **Appendix F**

**Unanimously agreed** the content, to be put before Full Council in June as the Internal Audit has not been received

**23.55.9.4. To approve the dates for the public rights of inspection: 10<sup>th</sup> June – 19<sup>th</sup> July 2024, being 30 working days including the first 10 working days of July.**

**Unanimously approved**

**23.55.10. To agree the Investment Policy and Strategy 2024 (to be approved by Full Council) **Appendix G****

Unanimously agreed to split the figures into a separate appendix that can be regularly updated then put before the full council.

**23.55.11. To recommend any changes to the following policies to be put to Full Council for approval:**

<b>23.55.11.1.</b>	<b>Financial Regulations 2023</b>	<b>Appendix H</b>
23.55.11.2.	Reserves Policy 2023	<b>Appendix I</b>
<b>23.55.11.3.</b>	<b>Internal Controls Statement 2023</b>	<b>Appendix J</b>
<b>23.55.11.4.</b>	<b>Financial Risk Assessment Policy 2023</b>	<b>Appendix K</b>
<b>23.55.11.5.</b>	<b>Effectiveness of Internal Audit 2023</b>	<b>Appendix L</b>
23.55.11.6.	Cash receipts Policy 2022	<b>Appendix M</b>
23.55.11.7.	Expenses Policy	<b>Appendix N</b>
23.55.11.8.	Loan Agreement 2022	<b>Appendix O</b>
23.55.11.9.	Grants Policy 2023	<b>Appendix P</b>
<b>23.55.11.10.</b>	<b>General Risk Assessment 2019</b>	<b>Appendix Q</b>

**Agreed with changes to clarify wording and dates**

**23.55.12. To consider the Asset register** **Appendix R**

**Approved** to put before Full Council

**23.55.13. To consider what material will need review, and when, and the schedule of any additional meetings needed.**

*This relates to the forthcoming Internal Audit preparation and AGAR return.*

The 2022-3 Internal Audit report included (p6) "Financial Responsibility While the Clerks / RFO are responsible for the day-to-day running of the Parish, the Council should be reminded that, as a corporate body, it is the Council which is responsible for financial governance and this responsibility should not be taken lightly. I recommend that the Council continues to appoint a Councillor Responsible for Internal Financial Control to help the Clerks/RFO and the Internal Financial Control Policy is reviewed."

23.55.13.1. To nominate a Councillor responsible for Internal Financial Control

**Unanimously agreed JE**

23.55.13.2. To note that Review of the Statement of Internal Controls was item 11.3 of the agenda noted

**23.55.14. To receive updates from the previous meeting's "items on the next agenda" action list and savings account options.** **Appendix S**

**23.55.15. To discuss changing the week of FC meetings** *Due to date clashes*

**23.55.16. To confirm the time and date of the/ next meeting: 18:00 21 May 2024**