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| **Minutes of Meeting of the Finance and Compliance Committee held on 21 July 2025 at 6.30 pm**  **Hybrid Meeting at the Ostreme Centre & via Teams** | |
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|  | **Councillors Present:** Rob Marshall (Chair), Martin O’Neill, Tim Zhou, Pam Erasmus, Carrie Townsend Jones, Sara Keeton (joined at 6.40pm). |
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|  | **Officers Present**: Kerry Leigh Grabham – The Clerk and Diane Athernought -Customer Services Officer**.** |
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| **FI2507-01** | **Apologies:** Cllr. Ian Scott |
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| **FI2507-02**  **FI2507-03**  **FI2507-04** | **Declarations of Interest:** None  **Minutes of the Previous Meeting of the Committee**  To approve the minutes of the meeting held on 19th May 2025 as a true record.  **RESOLVED** to approve the minutes of the meeting held on 19th May 2025 as a true record.  Outstanding Actions from Previous Meeting  Outstanding actions outlined by The Clerk.  **RESOLVED** outstanding actions updated, details to be recorded in ‘outstanding action’ report by CSO. |
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| **FI2507-05**    **FI2507-06**  **FI2507-07**  **FI2507-08**  **FI2507-09**  **FI2507-10**  **FI2507-11**  **FI2507-12**  **FI2507-13** | **Budget Monitoring Reports to 31/05/2025 - Paul Beynon, RFO**  Reports attached.  **RESOLVED** to approve the above reports  **Budget 2026/27**  RFO requests July initial review, October all costs & information to be gathered. Proposals by 31st October, Draft Approval in November & 10th December Q&A on proposals.  **RESOLVED** to approve the above timetable.  **Change of Bank Account**  TheClerk updated the committee on a change of banking to Unity Trust Bank, which are used by Town & Council Councils. Cllrs view & approve, RFO Submit & view CO Submit & view. A tiered signatory online. This would make approval of payments more secure with Chairs & Vice Chairs, the RFO & CO. This is a high yield account, 2 signatory process. To be asked to make a presentation in September.  **RESOLVED** to approve the above proposals.  **Change of Bank Signatories**  The signatory will change with the positions of the Chairs & Vice Chairs of the Committees. RFO will submit the payments & the CO & RFO will submit and view. Online approval. Cheque book for emergency use.  **RESOLVED** to approve the above proposals.    **Appointment of Internal Auditor**  Interim audit November / December & final audit towards the end of the year.  **RESOLVED** The Clerk to confirm the cost and appointment of an internal auditor.  **Financial Risk Assessment**  Policy workinggroup to be arranged  **RESOLVED** The Clerk to finalise arrangements and any recommendations to be made by early September or August 2025.  Meeting arranged for 30/07/2025.    **Finance & Governance Toolkit**  TheClerk informed the committee that Section 1 – completed by the Clerk, Section 2 – Completed by the Committee. Annual return is based on this tool kit.  **RESOLVED** Policy to be read before the meeting on 30/07/25. Copies of this can be collected from MCC office.    **Mumbles Traders Grant report**  SLA not agreed to. To date no invoices, receipts or breakdown have been received b have been received CO to contact Mumbles Traders for this information.  **Internal Audit Recommendations**  **RESOLVED** Deferred to September 2025  **Meeting Finished** at 6.58pm  **Next meeting:** 15th September 2025 |