|  |
| --- |
| **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** |
|  |  |
|  |  |
|  | **Councillors Present:** Rob Marshall (Chair), Martin O’Neill, Tim Zhou, Pam Erasmus, Carrie Townsend Jones, Sara Keeton (joined at 6.40pm). |
|  |  |
|  | **Officers Present**: Kerry Leigh Grabham – The Clerk and Diane Athernought -Customer Services Officer**.** |
|  |  |
| **FI2507-01** | **Apologies:** Cllr. Ian Scott |
|  |  |
| **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 MeetingOutstanding actions outlined by The Clerk. **RESOLVED** outstanding actions updated, details to be recorded in ‘outstanding action’ report by CSO. |
|  |  |
| **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 |