ST STEPHEN PARISH COUNCIL

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Minutes of Finance Committee Meeting

Held on Tuesday 25 July 2023 at 7.30pm Venue: St Stephen Suite, Parish Centre, Station Rd, Bricket Wood

Present: Cllrs Wendy Berriman Mark Skelton David Yates

Dorothy Kerry Bill Pryce

Also Present: Sue Hake, Clerk

2324/FC/019 Public Participation – to receive petitions, comments and questions

To welcome public participation in accordance with the Public Speaking Policy None

None

2324/FC/020 To receive and accept apologies for absence

Apologies received from Cllrs Hilton and Whittaker

2324/FC/021 To receive declarations of interest and dispensations

- a) To receive declarations of interest from Councillors on items on the agenda
- b) To receive written requests for dispensations for declarable interests
- c) To grant any requests for dispensation as appropriate None

2324/FC/022 To confirm the minutes of the meeting held on 7 June 2023

Resolved: Agreed

2324/FC/023 To receive questions to be submitted to CCLA following the presentation in June and agree actions going forward

Action: Clerk to progress queries and arrange meeting between CCLA and Finance Committee in September 2023

2324/FC/024 Update on actions from previous minutes not covered later in agenda

- a. Update on bank signatories and payment approval rosta

 Cllrs Berriman and Yates to establish payment authorisation with Unity Trust
- b. Clerk to liaise with Fixed Asset Committee for Earmarked reserve funds Clerk to discuss and agree earmarked funds with Fixed Assets Committee members

2324/FC/027 To confirm Quarterly finance report

Resolved: Confirmed

2324/FC/028 To review status of outstanding debts

Outstanding debts reviewed and no concerns raised

2324/FC/029 To review and approve the bank reconciliations

Resolved: April to June 2023 Bank Reconciliations reviewed and approved to be signed by the Chair

2324/FC/030 Update on Bank accounts

The Clerk informed Committee members the online HSBC safeguarding form completion has been confirmed is awaiting further progress by HSBC

Natwest deny receiving the signature mandates and so these will need to be resubmitted

Resolved: Clerk was requested to move the £123k from the existing Natwest account to a new Natwest Treasury Reserve Deposit account for a period of 12 months

2324/FC031 Update on Audit report recommendations

Action: Clerk to recirculate update report once the Natwest Treasury Reserve Account has Been established and funds transferred as per audit recommendation

2324/FC/032 To confirm arrangements of flower presentation by the Chair to centenary birthday resident Cllr Yates confirmed arrangements for the presentation of flowers to a resident celebrating her Centenary birthday at the weekend and for expenses to be claimed back from the Chairs allowance

2324/FC/033 Clerks Report

The Clerk shared requests for quotes for the Resident Survey that are in progress

The meeting closed at 8.28pm