

# Malvern Wells Parish Council

Minutes of the Finance and Governance Committee Meeting held on Wednesday 27<sup>th</sup> September 2023 at 6.45pm at Malvern Wells Village Hall Committee Room.

**Public participation** – there were none in attendance.

## **Present**

Cllrs. M. Birks – MB (Chair F&G), P. Stanier - PS, S. Freeman - SF, C. Gates - CG.

## **In Attendance**

Dr K Howe (Interim Clerk)

## **1. Apologies**

- a) None were notified.
- b) Absent – Cllr. R. Price (RP)

## **2. Declarations of Interest**

- a) Register of Interests:** Cllr. M Birks notified she was now co-opted onto Malvern Town Council.
- b) Disclosable Pecuniary Interests:** there were none.
- c) To declare any Other Disclosable Interests in items on the agenda and their nature:** there were none.
- d) Written requests for the council to grant a dispensation:** there were none.

## **3. Minutes**

- a) Minutes of Finance & General Purposes Committee held on 11<sup>th</sup> January 2023 were **agreed** as an accurate record of the meeting and signed by the Chair.

## **4. Revised Terms of Reference**

- a) Committee considered and **agreed** amended committee terms of reference (TOR's) with new remit as finance and governance (rather than general purposes) as MB and SF amendments (amended TOR's circulated).
- b) Committee **confirmed** they did not consider delegated authority necessary currently.
- c) Committee agreed to **recommend** revised TOR's as above to council.

## **3. Budget**

- a) Committee briefly reviewed the quarter 2 budget report (circulated) and **agreed to recommend** to Council.

## **4. External audit**

- a) Committee **noted** External audit has been completed with minor matter for consideration (circulated)
- b) Committee **noted** correspondence from external Auditor and Interim Clerk response (circulated)

## **5. Reserve Funds**

- a) Committee **noted** current reserve bank holdings (circulated).
- b) Committee **considered** Ann Dobbins advice on simplifying reserve bank account holdings to potential investment with Charities, Churches & Local Authorities Investment Fund (CCLA).
- c) Due to time constraints of meeting, Committee decided to **defer any recommendation** to council. Committee to have informal zoom conversation / explore other opportunities before October Council meeting.

**6. Meeting dates**

- a) Committee **noted** meeting dates for remainder of year will be as scheduled.
- b) Committee **noted** future meetings will be 5 meetings per year (and any other meeting to be convened as necessary, with required period of notice).
- c) Committee **confirmed** the date of the next meeting as 6pm Wednesday 25<sup>th</sup> October.
- d) Committee **confirmed** meeting schedule for 2023:
  - 6pm Wednesday 15<sup>th</sup> November 2023
  - 13<sup>th</sup> December meeting - to be re-scheduled.
- e) Committee **agreed** meeting dates for 2024:
  - 6pm Wednesday 27<sup>th</sup> March 2024.
- f) May 2023 – to be confirmed.
- g) November 2023 – to be confirmed.

There being no further business the meeting concluded at 7.25pm.

Signed..... Chair of Finance & Governance Committee

Date.....

