

Present: Sue Ashwell (SA), Caroline Underwood (CU), Allan Jones (AJJ), John Thelwall (JT) and observer Dawn Packham (DP).

In attendance: Ramune Mimiene (RM) Clerk

Apologies: Sarah Whitmore, Anne Howell-Jones, and observer Gerald Sansom

1. Election of Finance AG Chairman 2022-23

1.1. SA agreed to continue to serve. Proposed CU Seconded JT - Agreed.

1.2. SA was therefore elected

2. Terms of Reference 2022-23

2.1. Proposed by SA Seconded by CU – Agreed.

2.2. Finance AG ToR Appendix 1 (Operational plan Targets) & Appendix 2 (Neighbourhood Plan Policies). Noted that these provide a reminder of what we are trying to achieve as a Council in relation to the responsibilities of this AG.

3. Actions arising from Finance AG meeting April 2022

3.1. April Finance AG Notes were circulated and updates shared:

- Investment Strategy 2022-23 – *Adopted BPC May 22*
- Roundabout distribution team – *Volunteers still wanted*
- Allotments rents – *Recommended position adopted BPC May22*
- Donations and Grants – *Responses from recipients reviewed; further discussion with BVHT arranged. SA/RM - ongoing*
- Support for Chair & Strength exercise classes – *BPC powers in relation to such requests were confirmed by SA (same legal basis as grant to BVHT for grass maintenance). This info was shared with the applicant who advised that they had been able to establish these sessions without BPC grant. Sessions are running.*
- End of Year BPC position – *Approved BPC May 2022 including Earmarked Reserves*

4. Advisory Group Budgets

4.1. Budgets 2022-23 SA shared BPC Budget showing sub-headings, by AG. If any AG Chairmen have questions on this they are invited to talk to RM or SA.

4.2. This budget forms the basis of reporting as it is developed for advisory groups and other budget headings. It was agreed that the budget for the new Flood AG will be from 'General Funds' i.e. otherwise uncommitted BPC cash. JT agreed to advise about any budget requirements after their first meeting with Cambs CC.

4.3. SA advised that new reports on AG expenditure will be available from BPC finance system. Further work is being carried out RM with EDGE. DP, CU and SA are also attending the training session with EDGE on 27th July to help us all better understand the system's capabilities and how it can be configured to address our priorities for recording and reporting BPC finance transactions.

- 4.4. Once the new set-up is in place each AG chairman and group will receive a report showing committed expenditure as well as payments already made for goods/services. **ACTION RM**

This change in reporting follows the shift to reporting of commitments through the use of purchase requisitions as recommended by our internal auditor (Audit Letter 2022 page 2)

- 4.5. A draft Requisition Form for use by all AGs was presented to the AG members. It was agreed to put this form, as drafted, into use (Version 1 attached). This would then be used and revised as AGs gain experience using it and suggest improvements. **ACTION ALL**

5. Access to BPC main current account for monitoring Roundabout advertising income

- 5.1. Arrangements are in place, as previously approved by full Council.

It was agreed that ex-Councillor FS will continue to have access to UT current account on a view-only basis for this purpose i.e. not involved in any payment arrangements.

6. Finance Regulations

- 6.1. Noted the current Regulations on the website.

[https://buckdenpc.org.uk/wp-content/uploads/simple-file-list/Standing-Orders-and-Finance-Regulations-/210713 Approved BPC -Finance-Regs-v 1 1-rev14 08 2018.pdf](https://buckdenpc.org.uk/wp-content/uploads/simple-file-list/Standing-Orders-and-Finance-Regulations-/210713%20Approved%20BPC%20-Finance-Regs-v%201%201-rev14%2008%202018.pdf)

- 6.2. BPC Finance Regulations are based on the NALC template. RM advised that neither NALC nor CAPALC have circulated anything to indicate that a change may be required.

- 6.3. No questions or requirements for change were identified by Finance AG members.

- 6.4. It was therefore agreed to make no changes to contents of these Regulations. Any questions on implementation of these Regulations by any Councillor should be sent by email to SA and RM.

- 6.5. To update footer with July 2023 as the next review date and update website. **ACTION RM**

- 6.6. The AG members were asked to note Section 10: Orders for Work, Goods and Services. The wording is directly relevant to the introduction of the AG Requisition Form. The Requisition form will help the Clerk when she raises a purchase order which in turn will show on EDGE finance system as "committed expenditure".

7. Signatories for Unity Trust Current Account

- 7.1. There are currently only 3 signatories. There are times when this is not enough for the smooth running of the payments process (as that requires two approved Councillor signatories to authorise payments, usually after they are approved by full Council).

- 7.2. SA agreed to approach the three newest Councillors to see if one or more of them is willing to become signatories on this account. Information is to be provided on what is required and the safeguards in place for signatories and for BPC.

Finance AG meeting closed at 19.22hours