



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held on Friday May 1st 2020 via Video Conference Call starting at 11am.

Invitees:

Cllrs Simon Lucas (Chair); Steve Herra; Graham Chillcott; Cllr. Sylvia Wiggins
Mr. David Rigby – Clerk and RFO

A G E N D A (with notes of discussion)

1. **Apologies for absence.**
None.
2. **Declarations of Interest.**
None at outset of meeting or needed to be declared during the meeting.
3. **Review of notes of previous meeting (Feb 27th 2020)**
All present were happy that the notes of the previous meeting were accurate.
4. **Review of 2019/20 Year End Budget Report to be presented by the Chair of the Finance Advisory Committee at the May 12th 2020 meeting of the Council**
Document prepared by RFO was reviewed, FAC happy for Chair to present to Council.
5. **Review of the Final Internal Audit Review produced by Tim Light following a video conference call on April 17th 2020**
Members of the FAC accepted the review and thanks RFO for his hard work.
6. **Review of the Council's Annual Governance and Accountability Return for 2019/20**
Members of the FAC accepted the review and agreed it be presented to Council.
7. **Review of the RFO's report on the level of Council reserves as at March 31st 2020**
Members of the FAC accepted the review, subject to Cllr Chillcott suggestion to move £500 from "general reserves" to a specific reserve to cover the Clerk's CiLCA training costs.
8. **Review of the Council's Asset Register as at March 31st 2020**
Members of the FAC accepted the review and agreed it be presented to Council.
9. **Review of the Council's insurance renewal due on June 8th 2020**
Members of the FAC accepted the review and agreed it be reported to Council
10. **Discussion of any other urgent matters relating to the Aims and Responsibilities of the Finance Advisory Committee.**
Noted that the FAC awaited outcome of P&G AC's annual appraisal of Clerk's performance.
11. **Agree date for next meeting**
Tuesday June 23rd 2020 – 11am – At The Corner Cottage, Winsor (or via Zoom)