

Minutes of the meeting of the Finance and Human Resources Committee held in the Committee Room, Town Hall Windmill Lane, Northam, 21st June 2023

Present: Cllrs Bach, Edwards, Hodson, Leather, Tait and the Mayor (ex-officio)
In attendance: Mrs M J Mills - Town Clerk

- 2306/077 Election of Chairman**
It was **resolved** to appoint Cllr Mrs Hodson as Chairman:
Proposed: Councillor Edwards, Seconded: Cllr Bach (all in favour)
- 2306/078 Election of Vice-Chairman**
It was agreed to defer the election to the next meeting
Action Point: agenda item next meeting.
- 2306/079 Apologies**
Apologies, from Cllrs Himan and Whittaker
- 2306/080 Chairman's announcements**
There were none.
- 2306/081 Declarations of interest**
Members were reminded that all interests must be declared prior to the item being discussed.
There were none
- 2306/082 To agree the agenda between Part A and Part B**
It was **resolved** to agree the agenda between part A and Part B
Proposed: Councillor Hodson Seconded: Cllr Leather (all in favour)
- 2306/083 To confirm and sign the minutes of the meeting held 20th March 2023**
It was **resolved** to confirm and sign the minutes of the meeting held 20th March 2023
Proposed: Councillor Leather, Seconded: Cllr Hames, (majority in favour 3 abstentions not present at the meeting)
- 2306/084 Action Points:** there were none
- 2306/085 Public Participation**
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
There were no members of the public present
- 2306/086 To consider invoices for payment and financial reports**
It was **resolved** to accept the invoices for payment and financial reports, (bank reconciliation, list of payments and receipts, net position by cost code, including budget figures and to make a payment to the Twinning Association as a grant from the budget code "twinning expenses civic reception"

Proposed: Councillor Leather, Seconded: Cllr Hames (all in favour)

2306/087 **To receive a report on the Annual Governance Statement, assertions and requirements** (for information)
Members noted the report

2306/088 **To consider internal audit reports and draft Annual Governance and Accountability Return. (AGAR)**
It was **resolved** to write to the Internal Auditor following a robust review of the negative item on the AGAR and review of his Internal Audit observations. He would be asked to retract the negative review, if not a covering letter is to be sent to the External Auditor explaining the circumstances.
Proposed: Councillor Hodson, Seconded: Cllr Edwards (all in favour)
Action Point: Write to Internal Auditor
Members requested that the Internal Auditor be invited to a meeting, to explain the audit process

There being no further business the meeting closed at 8pm.

Signed.....Dated.....

