



ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting
held at 2.00pm on **8th April 2024** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr C Read (Chair), Cllr M Mason, Cllr D McCall & Cllr L Ronson

FS23.44 Questions and Comments from the Public. No members of the public were present.

FS23.45 To Receive Apologies for Non-Attendance. None received.

FS23.46 To Receive Declarations of Interest or Requests for Dispensation. None declared.

FS23.47 To Approve the Minutes of the Meeting Held on 11th March 2024

The minutes of the meeting held on 11th March 2024 were approved as a true and accurate record and were signed by the Chair.

FS23.48 To Review the Financial Regulations

It was agreed that the following sentence be added to point 2.5 “the Finance & Staffing Committee will endeavour to appoint a different internal auditor every 3-5 years”. Point 4.11 would be added to read “All requests for donations or grants are made using the Council’s grants application form and are assessed by Council”. The figures in points 11.2 and 11.8 would be updated in line with current regulations. **It was resolved to recommend the adoption of the updated Financial Regulations to Council.**

FS23.49 To Review the Risk Management Register

The Committee reviewed and amended the Risk Management Register. **It was resolved to recommend the updated Risk Management Register for adoption by Council.**

FS23.50 To Review the Asset Register at 31st March 2024

The allotment Grow to Give box would be added with a value of £200. It was agreed that existing items with a value under £100 would be moved to a separate section on the asset register and future items with a value under £100 would not be added to the register.. **It was resolved to approve the asset register at 31st March 2024 with the amendments above with a total asset value of £3,109,585.68.**

FS23.51 To Review the Grant Awarding Policy

The Committee reviewed the Grant Awarding Policy. **It was resolved to recommend to Council that no changes are required.**

FS23.52 To Reconsider the Draft Debit Card Use Policy

The draft Debit Card Use Policy was considered following Council’s request that points 2.5 to 2.7 were reviewed. **It was resolved to remove point 2.5 and recommend to Council that the Debit Card Use Policy be adopted.**

FS23.53 To Review the Financial Reports for the Year Ending 31st March 2024

The Clerk reported that the reports were not available and would be considered at the next meeting of Council.

FS23.54 To Receive an Update on the Move to astonclinton-pc.gov.uk Domain Name & Email Addresses

The Clerk reported that Cloud Next had been instructed as Council’s registrar and had submitted an application for the www.astonclinton-pc.gov.uk domain name. The migration of emails and link to the existing website would commence once the application had been processed.

The meeting closed at 2.55pm

Signed.....Date