SHADWELL PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
Tuesday 23rd April 2024

Committee Members: Debbie Potter (DP) (Chairman) (Present)
David Ford (DF) (Present)
Daljit Sehmi (DS) (Present)
Norman Taylor (NT) (Apologies)
Denise Trickett (DT) (Apologies)

In attendance: The Clerk.

The Chairman opened the meeting at 7:03pm.

24/23 **Apologies for absence -** apologies were received and approved for DT and NT.

25/23 **Minutes** – the minutes of the meetings held on 23rd October 2023 were approved and signed by the Chairman.

26/23 **Declarations of disclosable pecuniary or other interests** – no declarations.

27/23 **Questions and comments from members of the public** – none.

28/23 **Matters outstanding and Clerk's report** – none.

29/23 **2023/24 Year End Budget and Accounts** – the financial statements for the year were examined and variations noted. No matters of concern were identified. The Clerk reported that the VAT claim submitted in March had not been paid by the year end. The bank reconciliation for 31 March 2024 was checked and agreed to the relevant bank statement which was then signed by the Chairman.

30/23 **Internal Audit** – the Clerk reported that the files for the audit had been delivered to the internal auditor today. The audit is expected to be completed before the next Council meeting on 7th May.

31/23 **Annual Governance and Accountability Return 2023/24** – the return was checked against the accounting statements and the committee agreed to recommend that the return be approved by Full Council, subject to any amendments agreed with the internal auditor.

32/23 **Grant requests** – no new requests received.

33/23 **Urgent matters that have arisen since the publication of the agenda** – none**.**

The Chairman closed the meeting at 7:16pm.

The next Finance Committee meeting is scheduled for **Tuesday, 23rd July** at 7:00pm in Shadwell Independent Library.

Signed ……..…… Chairman Date ……..……..