



The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL

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Finance and General Purposes Committee

Minutes of the Meeting held at 8.30pm on Thursday 15th June 2023

Present: Mr M Sheldon (Chairman), Mr A Burton, Mrs A King, Mr S Oversby-Powell and Mrs J White

In Attendance: Mrs S Heynes (Clerk)

Public Question Time: No members of public were present.

FGP001 To receive apologies for absence

Mr Symonds provided his apologies which were noted.

FGP002 To receive declarations of interest from Members in respect of any matter on the agenda. (The disclosure must include the nature of the interest. If you become aware, during the meeting, of an interest that has not been disclosed under this item you must immediately disclose it)

None.

FGP003 To approve the minutes of the committee meeting held on 5th January 2023

The minutes of the meeting held on 5th January 2023 were noted and approved.

FGP004 To note the F&GP Action List

No open actions to review.

FGP005 To receive and consider the Internal Auditor's Report and the following recommendations:

a. Update the Scheme of Delegation to reflect the Emergency Consultation Panel documented in the Financial Regulations and Standing Orders

Committee resolved to update the Scheme of Delegation to reflect the Financial Regulations and Standing Orders.

b. Increase the Fidelity Guarantee from £100,000 to £500,000, at a cost of £60.73 including IPT

The committee resolved to increase the Fidelity Guarantee to £500,000.

c. Consider transferring funds to another bank account to reduce the balance of funds held in the Unity Trust account as this exceeds the £85,000 protection limit, however, as the Parish Council's finances are close to the 500,000 euros limited whereby financial protection is removed, this would likely be a short term option.

The Clerk was instructed to investigate how much money could be transferred to the NS&I bank account from the Unity Trust bank account in order to protect the Council's investments, and make a recommendation to the next Full Council meeting on 29th June 2023.

Cuckfield Parish Council confirmed their eligibility to hold the General Power of Competence on 18th May 2023, all decisions made during this meeting are done so using this power.

- FGP006 To consider the effectiveness of the Council's Internal Audit and Internal Control Procedures and Audit Plan for recommendation to Full Council on 29th June 2023**
The committee noted the Internal Audit and Internal Control Procedures and the Audit Plan for 2022/23.
- FGP007 To consider the Year End Accounts and Annual Return for 2022/23 for approval at Full Council on 29th June 2023**
Council reviewed the Year End Accounts and Annual Return and recommended them for approval at the Full Council meeting on 29th June 2023.
- FGP008 To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. Such matters will be for noting only or deferral to a future meeting only.**
None.

Meeting Closed at 9pm

Signed _____