





	The Bank Reconciliation balanced and was signed by the Responsible Financial Officer, Graham Spark and Chair, Cllr Lawson.	
8	<p><b><u>To review budgets against actuals</u></b></p> <p>The Committee reviewed the budget against actuals.</p> <p>Members were happy with the current position in Month 2.</p> <p>It was noted that there may be a requirement to consider an increased budget for Car Park Repairs. This will be discussed by Property Committee on 01 June 2022 once they have agreed their maintenance schedule.</p>	
9	<p><b><u>To review and agree AGAR process</u></b></p> <p>Members were made aware that the VAT records for Q2 September 2021, Q3 December 2021 &amp; Q4 March 2022 have not been submitted to HMRC.</p> <p>The Town Clerk was not given the passwords by his predecessor upon resignation in February 2022 and it has been necessary to write to HMRC to reset the account to allow digital submission.</p> <p>Three letters have been written to HMRC with no response received.</p> <p>A letter is being prepared to be sent to the Adjudicator's Office week commencing 06 June 2022.</p> <p>It is believed that HMRC owe the Town Council £22,786.76</p> <p>HMRC have written to the Town Clerk to advise that the PAYE account is in credit by £6,365.42. The PAYE account is connected to the HMRC account and the Town Clerk cannot review the historic submissions to correct any errors until HMRC reset the account.</p> <p>It was agreed that under Section 1 of the Annual Governance Statement, No. 2, should be marked as 'No' as there were not proper arrangements in place to safeguard public money as there was a sole inputter on Internet Banking. This is now in the process of being changed and will be acceptable for 2022/2023 and should be explained to the external auditor.</p> <p>It was agreed that under Section 2 of the Accounting Statement, No.11, should be marked as 'Yes' as the Town Council, as a body corporate, manages the Howdale Community Association.</p> <p>It was agreed that the Trustees of the Howdale Community Association need to review management and create a clear separation between the Council staff</p>	

	<p>and Howdale Community Association work including Jubilee Community Centre bookings.</p> <p>Members were asked to review the Risk Register which was adapted on 23 July 2019 as it is overdue a review. Members were asked to consider the Risk Register ahead of the next Full Council meeting and liaise with Cllr Lawson by email to create a draft document.</p> <p>An updated Risk Register will be required when the AGAR is agreed.</p>	
10	<p><b><u>To review Financial Regulations</u></b></p> <p><b>Proposed – Cllr Lawson                      Seconded – Cllr Pyatt</b></p> <p><b>‘That the model Financial Regulations (2019), with no amendments, be recommended to Full Council for adoption.’</b></p> <p><b>All In Favour</b></p>	
11	<p><b><u>To discuss and agree actions to be taken with overdue accounts</u></b></p> <p>Members were updated on the case which received a pre-action letter on 28 March 2022.</p> <p>A payment of £92.00 was received on 30 March 2022 with another payment promised within a month.</p> <p>No further payments have been received and a follow up letter was sent on 03 May 2022.</p> <p>No reply was received to the letter sent on 03 May 2022.</p> <p>A new pre-action letter was sent on 19 May 2022.</p> <p>The Town Clerk asked for direction if no response was received.</p> <p><b>Proposed – Cllr Pyatt                      Seconded – Cllr Lawson</b></p> <p><b>‘That the outstanding debt of £184.00 be followed through the Small Claims Court.’</b></p> <p><b>All In Favour</b></p> <p>Members were also made aware of one invoice which was due on 10 May 2022 which is overdue. The amount is £40. Members asked for this to be followed and a letter to be sent requesting payment within 14 days.</p>	

12	<p><b><u>To agree the date of next meeting</u></b></p> <p>The next Finance Committee meeting was agreed as Tuesday 28 June 2022 at 6pm at the Town Council Offices</p>	
	Meeting closed: 7.12pm	
	<p><b>SIGNED</b></p> <p style="text-align: right;"><b>DATE</b></p>	