

KNEBWORTH PARISH COUNCIL

MINUTES of the Meeting of Finance Committee held on Wednesday 4th September 2024 at Knebworth Village Hall at 7.30 p.m.

Present: Councillors Charlotte Cosson, Alexander Hurwitz, Steve Hemingway (Chair)

In attendance: Jodee White (Clerk)

No	Item	Action
1.	Apologies No apologies for absence were received.	
2.	Declarations of Interest There were no declarations of interest.	
3.	Public Participation None present.	
4.	To approve the minutes of the Finance Committee meeting on the 5th of June 2024 The minutes of the Amenities Committee meeting on the 5 June 2024 were resolved as a true and accurate record.	
5.	To receive the Terms of Reference for the Finance Committee The Terms of Reference for the Finance Committee were reviewed, and it was proposed by Cllr Cosson and seconded by Cllr Hurwitz and Resolved: to approve the amended section of the Terms of Reference and Scheme of Delegation for the Finance Committee section for approval at Full Parish Council Meeting.	Clerk
6.	To receive the Financial Regulations The updated Financial Regulations with the new Redwood bank account was reviewed and it was proposed by Cllr Hurwitz and seconded by Cllr Cosson and Resolved: to approve the new Financial Regulations.	
7.	To receive the flexed budget reports for Administration and Overall The flexed budget reports to the 31 August 2024 for Admin and Overall were reviewed. The Clerk gave an update on the main areas and there were no further questions.	
8.	To review and approve a new high interest bank account. The committee reviewed the list of bank accounts and amounts document and the suggested action of accounts and amounts and it was proposed by Cllr Cosson and seconded by Cllr Hurwitz and Resolved: to recommend to the Full Parish Council the opening of a Barclays Treasury Account and the closure of the two Barclays accounts and the transfer of £85k to the new account for a period of one year.	Clerk
9.	To receive an update on the Annual Governance Accountability Return (AGAR) documentation The Clerk advised that the AGAR documentation submitted to the external auditor is awaiting approval and subject to the following 'except for' matter (qualification) on Part 3, and subject to sign off by an engagement lead:	

	<p>Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £172403 and £145356 respectively.</p> <p>All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR.</p> <p>Various queries have still been forthcoming from the external auditor PKF Littlejohn and to which the Clerk has responded.</p> <p>The final sign off by the external auditor must be received and added to the Parish Council website by the 30th of September 2024.</p>	Clerk
10.	<p>Any other business</p> <p>There were no items of any other business discussed.</p>	

The meeting closed at 8.05pm

Chairman: _____

Date: _____