**Minutes of the SPC Extraordinary meeting of the Finance Committee held on Monday 7th August 2023 at 7pm at the Civic Hall, Uppermill.**

**Present**: Councillors: Cllr S. Al- Hamdani (Chairman)

K. Phillips

 H. Bishop

 L. Dawson

 K. Dawson

 P. Walsh

 K. Barton

 R. Blackmore

 RFO: J. Price; Clerk: K. Allott

**570. Apologies for Absence** Cllr G. Sheldon

**571. Declarations of interest:** None declared

**572. Internal Audit and Final Accounts / AGAR 2022/23**

The RFO presented 3 documents to the meeting, namely:

1. Internal Audit Report 2022-23

2. Annual Governance Statement 2022-23

3. Accounting Statements 2022-23

There was some discussion around this.

The RFO advised he had gone through the checklist and letter of compliance received from TPA, our Internal Auditors. All was passed with no issues.

Annual Internal Audit Report - Cllr Blackmore asked why sections K and L had been ticked as not covered and sections 1 and 4 on the Annual Governance Statement were ticked as No.

 The RFO explained it was purely because we had missed the deadline for this year’s submission no 1; and we were also late submitting last year’s no 4.

Cllr Al-Hamdani requested that a statement be prepared to explain this which could then be published on the website. He stated this must not be allowed to happen again and we must meet the deadlines going forward. The RFO explained why the deadlines hadn’t been met and gave assurances there were now measures in place to ensure they would be met going forward.

Cllr Al-Hamdani requested that RFO prepares a monthly report to the Committee from December this year to ensure we are on target. The Clerk suggested this could be covered at the Finance meetings as we have already put extra meetings into the diary this year.

Cllr Blackmore asked about the external audit. The RFO explained this is still to be done.

Cllr Al-Hamdani requested the RFO seek written confirmation from the internal auditor to accompany points 1 and 4 that it was purely down to the deadline not being achieved.

There was then some discussion around the Accounting Statements and the RFO explained why the staffing costs were more this year.

There was some discussion around the reserves but agreed that should be discussed further at the next Finance meeting as this meeting was called purely to agree the Final Accounts.

 All 3 documents were approved by the meeting, alongside the requested reports from the RFO and the Internal Auditor are received, and recommended for approval by the full council meeting to be held later that evening.

This latter approval is a prerequisite to both publishing the documents publicly and also submitting to the External Auditors.

**573.** **Date of next meeting:** Thursday 21 September 2023 at 19.00hrs