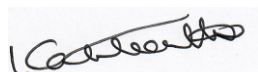


Malvern Wells Parish Council

Councillors are **summoned** to attend the **Meeting of the Finance and Governance Committee (F&G)** at Malvern Wells Village Hall Committee Room at **6pm Wednesday 30th October 2024**.



Clerk, Dr Kate Howe

23rd October 2024

Email: clerk@malvernwells-pc.gov.uk Tel: 07988 427 507 Website: www.malvernwells-pc.gov.uk

Public participation

Residents are invited to give their views and ask questions on the agenda, or to raise issues for future consideration. Time allowed at discretion of the Chair.

Agenda

1. Apologies

- a) To receive and consider apologies for absence.

2. Declarations of Interest¹

- a) Register of Interests: Councillors are reminded of the need to update their register of interests.
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c) To declare any Other Disclosable Interests in items on the agenda and their nature.
- d) To Consider Written Requests from Councillors for the Council to Grant a Dispensation. (S33 of the Localism Act 2011)

3. Minutes

- a) To consider, if agreed, **approve** the minutes of the previous Finance & Governance Committee meeting held on **30th July 2024** (circulated).

4. Matters Arising

5. Audit

- a) To review internal auditor report, issues addressed, **recommend** necessary action.
- b) To **consider** external auditor report, issues addressed, **recommend** necessary action.
- c) To review lessons learned from process, **recommend** necessary actions.
- d) To **note**, Interim half year audit requested.
- e) To **consider** timetable for next year's audit and **recommend** necessary action.
- f) To **consider** recommendation for year-end contract for 2024/25, if agreed **recommend** to council.

6. Bank accounts

- a) To **note**, Nat West mandate for new signatories finally approved 22.10.24. But requested amendment signatories to authorise not actioned, complaint to Nat West on ongoing delays.

7. Budget

- a) To **consider** half yearly budget review 2024/25 **recommend** necessary action.
- b) To **consider** initial draft budget 25/26 **recommend** necessary action.

8. Governance

- a) Consider policy documents circulated, review, if agreed **recommend** to council.
- b) To **note** review of fixed asset register, updating format to include locations / WhatThreeWords / photos.

9. Website

¹ Councillors who have declared a Disclosable Pecuniary Interest, or another Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, **must leave the room** for the relevant items unless a Dispensation has been requested/granted. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

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- a) To **note** current website compliance addressed, IT consultant advising, **recommend** any actions necessary.
 - b) To consider quotations for new website, if agreed **recommend** to council.
10. **Council IT / comms**
- a) To **note** update on Domain name - gov.uk / compliance, IT consultant addressing, **recommend** any associated costs.
 - b) To **note** Clerk data transfer now actioned, delays resulting notified.
11. **Reserves**
- a) To **review** the Council's current reserves, **recommend** any actions necessary.
 - b) To **consider** appropriate action on investment of reserves funds, and if **agreed** recommend to October Council meeting.
12. **Next Meeting dates**
- a) To **agree** future 2024 Finance & Governance meeting dates for 2024.