



## PANGBOURNE PARISH COUNCIL

### FINANCE AND COMPLIANCE COMMITTEE MINUTES

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At a meeting of the Finance and Compliance Committee held virtually on  
**Wednesday 27<sup>th</sup> January 2021 commencing at 2.00pm**

Present: B Kerr Muir, J Higgs, P MacIver, C Hartley  
R Elkin (Clerk)

FC/90 **APOLOGIES FOR ABSENCE**

No Apologies

FC/91 **DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA**

BKM declared an interest in item FC/96 as a member of the church

FC/92 **MINUTES OF THE LAST MEETING**

Minutes of the last meeting on 19<sup>th</sup> November 2020 were signed by the Chairman as an accurate record with no amendments

FC/93 **MATTERS ARISING ON THE LAST MINUTES**

- BKM is continuing to work through policies at full council meetings

FC/94 **REGULAR REVIEW OF FINANCIAL DOCUMENTS AND REPORTS**

- The Bank Statements were checked against the latest budget control and found to be accurate.

FC/95 **TO DISCUSS STAFF APPRAISALS FOR YEAR ENDING MARCH 2021 AND STAFF REMUNERATION FOR YEAR 2021/22**

- The Open Spaces Warden's Appraisal has finally now been able to take place face to face (timed in November between the various periods of covid restrictions). The Clerk's appraisal has been scheduled for March by which time it is hoped restrictions will be lifted again.

FC/96 **TO DISCUSS ARRANGEMENTS WITH THE PAROCHIAL CHURCH COUNCIL (PCC) IN RELATION TO OFFICE HIRE AND REAR CAR PARKING**

- It was RESOLVED that the following be put to full council, that PCC should begin to pay for office hire at the same rate as the Pangbourne & District Volunteers with immediate effect. This is £2.50 per hour for 1-2 hours per week (as their office usage has reduced) and will be subject to a minimum charge of £10 per month.
- The PCC can continue to use the car park at the rear of the hall and the storage cupboard at the hall. Once agreed at full council, the Clerk will respond to the PCC.

FC/97 **TO DISCUSS THE STRUCTURE AND PROCEDURES TO SET IN PLACE WITH THE MOVE TO FULL ONLINE BANKING AND AGREE ACTIONS TO TAKE THIS FORWARD**

- **Authorisation levels for signatories to be agreed**
- **Authorisation levels for officers to be agreed**
- **Summary of signatories (online and cheque only)**
- **Who approves what and process**
- **Online Controls**
- **Bank Card controls and set up**

- Further to a similar discussion at the previous meeting, it was RESOLVED that all signatories become "Full Power Signatories", each with online access.
- It was RESOLVED that the Clerk be given Full Access (delegate) authorisation access in order to be able to raise the payments online. Two further authorisers were required for any payments made.
- It was RESOLVED that once the Council are familiar with online payments, the Assistant Clerks be given the same access in order that they can also raise payments and check balances.
- It was agreed that Councillors who are existing signatories but who have not yet completed their online forms be asked again whether they wished to do so, as going forward only occasional cheques will be raised.
- The Clerk raised her concerns that the online payments would not be subject to the same scrutiny as when physical cheques needed to be written and the Assistant Clerk had sight of the invoices. It was agreed that this could be achieved by giving online bank access to the Assistant Clerk. Councillors would then periodically check invoices and would check the payments list versus the online payments monthly.
- The subject of obtaining a Parish Council credit card was discussed. This would need to be through Lloyds and with the Clerk as signatory but in the Council's name. The balance would need to be set to be cleared every month automatically by direct debit. It was advised that it would be good control for the Clerk to have the only card and access.

FC/98 **TO RECEIVE ANY ITEMS FOR INFORMATION ONLY OR FOR THE AGENDA OF THE NEXT MEETING**

None

FC/99 **Closure**

There being no further business the meeting was closed at 2.55pm

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date