

# Wing Parish Council

## Minutes

of the Finance, HR and Legal Committee meeting held on Wednesday 20<sup>th</sup> April 2022 in the Parish Office, Charlotte Cottage, Leighton Road, Wing.

**Members present:** Cllrs John Lomas (Chairman), David Kellner, Louise Tabiner-Crush and Phil Cronshaw.

**Public:** 0

**Clerk:** Claire Power

### F22.8 Chairman's Welcoming Statement

Councillor Lomas welcomed everyone to the meeting.

### F22.9 Apologies for Absence

To receive apologies for absence from Members.

**Resolved.** The Committee resolved to accept the apologies received from Councillor Tabiner-Crush.

### F22.10 Declaration of Interests from Members on Agenda Items

To receive declarations of personal and/or prejudicial interests from Members in matters on the Agenda.

None received.

### F22.11 Dispensations

To receive dispensations for Members to speak and/or vote on items on the agenda in which they hold a declared personal and/or prejudicial interest(s).

None received.

### F22.12 Previous Minutes

To resolve that the minutes of the Finance, HR and Legal Committee meeting held on Tuesday 11<sup>th</sup> January 2022 be signed as correct.

**Resolved:** The Committee resolved that the minutes be approved for signature as an accurate record of the Finance, HR and Legal Committee meeting held on Tuesday 11<sup>th</sup> January 2022.

### F22.13 2021-22 Accounts

To review the 2021-2022 accounts, review the draft movement of the reserves and agree on a recommendation to be reported to the Full Council at the April meeting.

The 2021-22 accounts were reviewed, including the suggested movement of the reserves.

**Resolved.** The Committee resolved to recommend that £2,616.51 of payments for 2021-22 be moved to the 2022-23 budget, to move £1,554.73 to the reserves (£500 – War Memorial, £1,000 – Elections and £54.73 – Long Spinney) and the under spend of £3,346.38 to be added to the Running Costs reserves. This recommendation is to be taken to the next Full Council meeting.

### F22.14 Accounting Software

To discuss moving the Council from excel based accounting to an accounting software package and review the recommendation from the Responsible Financial Officer.

Councillor Lomas and the Clerk will review the accounting packages available, to include demonstrations, and report back to a Committee meeting once the review is complete.

### F22.15 Risk Schedule

To review the Wing Parish Council's Risk Schedule and agree on a recommendation to be reported to the Full Council at the April meeting.

The Risk Schedule was reviewed and no changes were made.

**Resolved.** The Committee resolved to recommend no changes are made to the Risk Schedule for 2022.

### F22.16 Asset Register

To review Wing Parish Council's asset register and agree on a recommendation to be reported to the Full Council at the April meeting.

**Resolved.** The Committee resolved to accept and recommend the updates to the asset register for 2021-22 to the next Full Council meeting.

### F22.17 Date of Next Meeting

To be decided at the Annual Parish Council Meeting being held on Tuesday 31st May 2022.

**Close of meeting: 9.34pm**