### OVERTON COMMUNITY COUNCIL

**MINUTES OF FINANCE COMMITTEE MEETING**

**28th August 2019**

**PRESENT**: Cllr Copeman, Cllr Pugh (Chairman) and Cllr Roberts

1. **2019.20 APOLOGIES FOR ABSENCE** – Cllr Ashton
2. **2019.21 ANY PERSONAL OR PREJUDICAL INTERESTS DISCLOSED – NONE**
3. **2019.22 TO RECEIVE ANY QUESTIONS OR COMMENTS FROM THE PUBLIC ATTENDING THE MEETING**

No members of the public attended

1. **2019.23 Previous minutes (update)**

The minutes of the previous meeting were noted

1. **2019.24 TO carry out financial check AND OTHER FINANCIAL MATTERS**

 As per Financial Regulations 2.2 members verified the bank reconciliations (for the accounts) produced by the RFO. Both documents matched.

Cllrs Ashton and Pugh signed the reconciliation and the original bank statements.

The Clerk will check the Financial Regulations to ensure members are verifying the necessary procedures. It was agreed that all payments are checked and authorised each month during the Full Council meetings.

 **Action:** To be noted by full council at the next meeting.

**To review the report from the External Auditor** – the report has not been received to date.

**Review of the Financial Regulations**

It was agreed that the Clerk would go through the necessary amendments highlighted by NALC and email the draft to the Finance Committee members prior to Full Council approval.

1. **2019.19 to receive any agenda items for the next meeting and to confirm date**

The next meeting was arranged for 12th November 18.30hrs

The Chairman brought the meeting to a close at 15:15hrs