

**FINAL MINUTES OF THE MEETING OF PENNARD FINANCE AND
EMPLOYMENT COMMITTEE HELD ON 29th Mar 2021
At 7.58pm VIA ZOOM**

Present: Cllr Darran Hickery DH (Chair), Cllr Susan Rodaway SR, Cllr Lynda James LJ, Cllr Arthur Rogers AR, , Cllr Jeff Rogers JR, Cllr Ralph Cook RC, Cllr Malcolm Sims MS Clerk

Apologies: None

Declarations of Interest: None

Questions from the Public (limited to 10 minutes)

1. RFO's report on internal procedural recommendations.

The Clerk reported the position regarding the new Audit system which would now start in 2022. She also reported some additional checks and procedures to be put in place going forward such as monthly bank statement sign off and additional authorisation through the banking system above an agreed limit.

2. To review 2020-2021 finances prior to year end process.

The finance reports were presented and the figures discussed and noted.

3. To agree "ring fencing" amounts for 2020-2021

It was agreed that any funds that needed to be put in reserve from this year would be. These would be identified at the end of the month.

Proposed by LJ seconded by JR and agreed by all

4. To note internal transfers of funds.

The Clerk asked the Committee chairs for fund transfer details by the 8th of April so they could be approved at the next Full Council Meeting. This was noted.

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Proposed by DH seconded by SR agreed by all

5. To agree update to employee contracts

The Clerk presented the minor updates required.

Proposed by SR seconded by RC agreed by all

Meeting closed at 8.40pm