

# Aylesford Parish Council

## Finance Advisory Sub Committee

### Minutes of the Meeting held in the Aylesford Parish Council Office, Aylesford on Tuesday 20 June 2023

**Present:** Councillor Balcombe (Chairman) and Councillors, Mrs Birkbeck, Chapman, Ms Dorrington, Fuller, Gledhill, Mrs Ogun, Ms Oyewusi, Rowe, Sharp, Shelley, Smith and Sullivan.

**In Attendance:** Melanie Randall (Clerk)

**Apologies:** Councillors Craig, Mrs Eves, Mrs Gadd, Rillie and Walker.

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#### 1. Apologies for Absence

Apologies of Absence from Councillors Craig, Mrs Eves, Mrs Gadd, Rillie and Walker, were received, and the reason for absence agreed.

#### 2. Declarations of Interest

There were no declarations of interest additional to those contained in the Register of Members Interests.

#### 3. Minutes of the last meeting held on 30 May 2023

It was **Resolved** that the Minutes of the meeting held on 30 May 2023 be approved as a correct record and signed.

#### 4. S:137 Donation Requests

There were no donation requests.

#### 5. Internal Audit Report – Year End 2022/23

The Clerk drew members attention to a couple of small issues that were raised, one is regarding the Cyber Security Insurance, she explained the quote had come in very expensive so more research will be done in this area.

The second was the internal auditor suggested that the Risk Assessment is put on an Excel Spreadsheet for ease of amending the document to add and remove items. The Clerk reported that staff have already actioned this.

The third was that not all allotment holders have signed and returned their tenancy agreement. There are still 21 outstanding out of 109 allotment holders, despite several reminders being sent to them. The Clerk informed the committee that they cannot be forced to sign it, but it is in their interests to do so.

Other than those very minor issues, no other problems were reported.

The Chairman thanked the Clerk for another satisfactory Internal Audit visit.

**Closed**

## **6. Any Other Correspondence**

The Clerk stated that the Council had received a thank you letter from the Kent Air Ambulance for the recent donation of £300.

## **7. Duration of Meeting**

8.46pm to 8.50pm.