



The Meeting Rooms, Church Lane  
St Arvans, Chepstow, NP16 6EU

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**Minutes of the Finance Committee Meeting of St Arvans Community Council  
held in the Meeting Rooms, St Arvans on Tuesday, 17<sup>th</sup> October at 5.00pm**

**ATTENDANCE:** Cllrs A Clay, R Edwards, P Farley (Chair), B Howells.

**IN ATTENDANCE:** Mrs L Allen RFO

**MEMBERS OF PUBLIC:** 0

**APOLOGIES:** 0

**F2310.01 Election of Chair and Vice Chair**  
Nominations were sought.

**Resolved:**

That Cllr P Farley be elected as Chair and Cllr A Clay be elected as Vice Chair of the Finance Committee.

**F2310.02 Declarations of interest in item(s) on the agenda**  
None.

**F2310.03 Apologies**  
None.

**F2310.04 Public Session**  
No members of the public were present.

**F2310.05 Half-year budget monitoring (April – September)**  
Members received and noted the finance position at the half year point to end of September 2023.

**F2310.06 Budget considerations for 2024/25**  
Members reviewed the budget for 2024/25 and made general adjustments to budget titles to clearly describe what the budget was allocated against.

**F2310.07 Internal audit finance checks**

- i. Members noted that the quarter 1 (April – June) and 2 (July – September) internal finance check have been completed.
- ii. Members were advised that the asset register only needs to be reviewed annually and not quarterly.

**Resolved:**

That the Clerk and one other Councillor undertake a review of the assets prior to the financial year-end.

**F2310.08 Appointment of Internal Auditor**  
Members considered the quotes received for internal audit services.

**Resolved:**

To appoint Microshade VSM as the Community Council's Internal Audit provider for the financial year 2023/24 at a cost of £165 + VAT (*Accounts & Audit (Wales) Regulations 2014*).

**F2310.09 Items for next meeting**

Budget 2024/25

**F2310.10 Date of next meeting**

The next meeting of the Finance Committee will be held on Friday, 28<sup>th</sup> November 2023 at 5pm in the Meeting Rooms, St Arvans and via Webex.

Signed Chair \_\_\_\_\_ Date \_\_\_\_\_

The meeting closed at 5.45pm.