

21<sup>st</sup> Oct 2025

## **Finance Committee Meeting**

**Attendee:**

Cllr. R Hunt, Cllr. C Volrath,  
Cllr. K Reid , Clerk J Chen and 1 member of the public

**Absent:**

None

**Meeting Started on:** Oct 21,2025 07:00PM

**Meeting Ended on:** Oct 21,2025 07:23PM

**Held on/at:** Zoom Meeting

<https://zoom.us/j/93005372640>

**Meeting Chaired by:** Cllr. K Reid

### **1. Welcome and introduction**

Cllr. K Reid welcomed all attended the meeting

**Introduction:**

Cllr. K Reid, Councillor of St Nicholas & Bonvilston Community Council  
Chair of Finance Committee

Cllr. R Hunt, Chair of St Nicholas & Bonvilston Community Council  
Member of Finance Committee

Joan Chen, Clerk & RFO of St Nicholas & Bonvilston Community Council

Cllr. C Volrath, Vice Chair of St Nicholas & Bonvilston Community Council  
Member of Finance Committee

### **2. To receive apologies for absence**

None

### **3. To receive Declarations of personal and prejudicial Interest under the Council's Code of Conduct**

None

### **4. Update on access to Bank account**

Cllr. Hunt updated that Joan Chen as RFO of the Council holds a debit card, there are four bank signatories registered in the bank now which are Joan Chen, Cllr. R Hunt, Cllr. C. Volrath, Cllr. M. Hinton. The council hasn't applied the cheque book yet as cheques aren't the best way forward for audit purpose.

Cllr. Hunt Proposed for RFO to set up the approved online banking payment online and email all bank signatories with supporting invoices and approved minutes for bank authorization.

**5. Review and recommend adoption of the new draft financial regulations.**

Based on the new draft financial regulations Cllr. Hunt tailored, Cllr. Reid suggested to add that Finance Committee meeting will be held one week earlier than the council general meeting, all expenses claim forms with supporting documents (to be reviewed, approved or queried) must be received by the RFO seven working days before the finance committee meeting.

Cllr. Volrath, suggested to add the expense submission timeframe, and stated all expenses incurred should be submitted within three months of expenses being incurred, for expenses incurred in last quarter of financial year should be submitted by mid of Mar of each financial year. Any attempts to reclaim outside that period should be

All councillors should be made highly aware of the new financial regulations in the general council meeting.

5.10 smaller purchases for the clerk to achieve value of goods with preauthorized expenditure of £150 for sundries including stationary.

Keep 5.11 Contracts must not be split to avoid compliance with these rules.

It was resolved to agree to add the above points to the new Financial Regulations by Cllr. Reid, Cllr. Hunt & Cllr Volrath.

**6. Internal/External audit**

Communications with internal auditor & external auditors for year 2024-2025 are ongoing.

**7. Next meeting**

Tuesday, 4<sup>th</sup> Nov 2025 at 7pm Ordinary Meeting (monthly)

Minutes taken by

Joan Chen – Clerk to the Council

Approved by.....

Chair Kathryn Reid on behalf of the Finance Committee

Approved Date:.....