**Chelmondiston Parish Council**

Chairman: Cllr Rosie Kirkup: [**chairman@chelmondistonpc.info**](mailto:chairman@chelmondistonpc.info)

Parish Clerk: Clerk@chelmondistonpc.info

**MINUTES of the MEETING OF**

**CHELMONDISTON PARISH COUNCIL FINANCE ADVISORY GROUP**

held at Stone Cottage on **Thursday April 25th 2024 at 7.00PM.**

**In attendance:**

**Parish Councillors: Beacon, Keeble, Kirkup and Ward.**

The meeting was convened to review a number of financial documents for accuracy and make updates as appropriate before they are put forward to the Parish Council for adoption.

1. **Review the wording of the Internal Control Statement:**

The Internal Control Document was reviewed, and amendments made. It was agreed to put this forward to the Parish Council for adoption.

1. **Review the wording of the Internal Control Report:**

The Internal Control Report was reviewed, and amendments made. It was agreed to put this forward to the Parish Council for adoption.

1. **Review of Financial Risk Management Procedures:**

The Financial Risk Management Procedures were reviewed, and amendments made. It was agreed to put this forward to the Parish Council for adoption.

1. **Review the Financial Regulations:**

The Financial Regulations were reviewed, and amendments made. It was agreed to put this forward to the Parish Council for adoption. It was also agreed that once adopted they are to be posted on the Parish Council website.

1. **Review the Travel and Expenses Policy:**

The Travel and Expenses policy was reviewed, and amendments made. It was agreed to put this forward to the Parish Council for adoption.

As there was no other business the meeting was closed 21:30.

Minutes taken by Cllr Beacon.