



Finance Committee Meeting Minutes – DRAFT

held on Tuesday 11th July 2023 at 18:00, in the Club Room, Village Centre.

Present: Cllrs, Patrick Foote, Oliver Madge (Chair), Ed Makgill, Dave Peart.

In attendance: Parish Clerk & RFO, Maxine Owen Members of the Parish: None

Meeting start: 18:00

1. **Introduction led by the chair:** General Welcome.

2. No Members of the Parish were present.

3. Apologies for absence: None

4. Declarations of interest: None

5. **Minutes of Finance Committee meeting held 9th January 2023**

5.1 Approved by: Proposed: Cllr Foote, seconded Cllr Makgill

5.2 Actions from meeting all complete.

ACTION: Publish approved Minutes on Website – **CLERK**

6. **Terms of Reference**

6.1 The Terms of Reference were circulated to the committee for review and approved unanimously. No changes required.

ACTION: Amend dates on documentation and publish on PC website - **CLERK**

7. **Budget**

7.1 Budget figures were circulated. Budget agreed in January 2023 and revised numbers using FYE 2022-2023 accounts for reference were discussed. The committee agreed these revised numbers should be updated in Scribe to allow correct reporting for managing expenditure for the rest of the year.

7.2 The Committee discussed specific lines in the 2023-2024 Budget. The expenditure on the SMB Village Jubilee lamppost were challenged as quite high considering it's not working currently. An effort should be made to work with SSE Unmetered Supply Dept to get it fixed.

8 **Expenditure**

8.1 It was discussed and agreed by the Finance Committee that it would be proposed to the full council to change the Payment Schedule in the Minutes for the FCM. Most payments being made each month the PC is contractually obliged to pay such as Utility Bills, Wages, Grounds Maintenance etc. Anything else has usually been pre-approved by the PC at an earlier meeting. It was agreed that a historical record on what had been paid the previous month would be minuted instead. Any invoices that are outside the expected amount, any unbudgeted payments needed, and any unexpected costs would be referred to the FCM for approval.

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Signed Date



8.2 It was agreed that each Working Group would need to propose any expected spend in their area for next years budget. If the costs of any projects do not exceed the agreed budget then they can assume approval from the Full Council.

ACTION: Communicate new Proposal to Full Council – **Cllr Madge**

8.3 The Parish Office was discussed. Currently the Clerk is unable to use the office during normal working hours, and is happy to work from home, and look to set up in The Boundary to allow parishioners access working to a published schedule. It was agreed that the Office in the clubroom was no longer needed, but the PC would look to retain the cupboard for storage of necessary files. The Parish Council would still use the postal address. Cllr Madge to negotiate a monthly rate for the use of the storage, the postal address, and use of the meeting rooms to be included in the monthly rate. It was agreed that the PC needed a mobile phone which the Clerk would carry rather than a landline, so the device could be handed over if the Clerk is absent.

ACTION: Gain approval of Full Council of plans for office and phone – **Cllr Madge**

ACTION: Communicate to Village Centre Committee & Agree Monthly Fee – **Cllr Madge**

ACTION: Investigate options and purchase Mobile Phone – **Cllr Madge**

9 Bank

9.1 Cllr Madge updated the committee on progress with sorting out the bank mandate with Lloyds. Removal of previous Councillors with access and who are signatories, addition of appropriate new signatures and access.

9.2 A discussion was had concerning the Reserves Account. Should the PC look to move the reserves into an alternative account with higher interest? This was agreed by the committee and the sum of £25,000 will be allocated to an alternative high interest account once opened.

ACTION: Request approval from Full Council of £25,000 to be invested – **Cllr Madge**

ACTION: find appropriate account for investment – **Cllr Madge & RFO**

10. Financial Management & Risk Assessment

10.1 The Financial Management & Risk Assessment document was pre-circulated to the Finance Committee for review. With small formatting adjustments, the committee were happy for this to be adopted and published on the PC website

ACTION: Make agreed changes and publish - **CLERK**

Date of next meeting: Tuesday 2nd November 2023

Meeting end: 19:10

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Initialed..... Date