



**MINUTES OF THE MEETING OF**  
The Finance & Administration Committee  
Loose Pavilion  
**Monday 8 January 2024 at 7.30pm**

**Councillors taking part:** Vianne Gibbons (Chairman) (VG), Charlie Hollister (CH), Tony Oliver (TO) and Andrew Richards (AR).

**Also present:** Nicky Bourne (Deputy Clerk) (NB) and Kim Owen (Clerk) (KO) took the minutes.

There were no members of the public in attendance at the meeting.

**1. To receive and record any apologies for absence.**

There were no apologies for absence.

**2. To receive and agree any decision regarding any item to be taken as confidential.**

None.

**3. To receive any declarations of pecuniary interest on items in the agenda.**

(In accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest. *(As agreed by LPC 21 Jan 13)*)

Declarations were received from VG, CH, TO, and AR for Agenda Item 8.

**4. To receive any signed dispensation requests for any item on this agenda**

(Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved. (see dispensation form). This follows the agreement made by the LPC at the meeting held on the 17 July 2017- (item 17)).

Signed dispensations were received from VG, CH, TO, and AR for Agenda Item 8. They were approved by the Clerk.

**5. To agree and to sign as a correct record the minutes of the F&A meeting on 10 July 2023 (Pages 230-233).**

The minutes of the meeting of 10 July 2023 were **AGREED** and signed by the Chairman.

**6. To receive any questions/comments from the public if in attendance or from the Clerk.**

None.

**7. Reconciliation of bank accounts.**

To reconcile the bank account balances to the accounts and bank statements, and to sign the Bank statements as confirmation.

The Clerk advised that she had not received the bank statements for December 23 from Barclays. AR **AGREED** the following bank statements with the accounts of Loose Parish Council:

- Unity Trust Bank Current Account December 2023
- Unity Trust Bank Deposit Account December 2023
- Unity Trust Bank Current Account November 2023
- Barclays Bank Current Account November 2023
- Barclay Bank Business Premium Account November 2023

The date on the statement for Unity Trust Bank Deposit Account for November 2023 did not match the date on the Full LPC Accounts. The Clerk will check the information and take the statement to the full LPC meeting on 15 January 2024 for checking.

**8. To agree to recommend the precept, to be approved by the LPC at the meeting scheduled for the 15 January 2024.**

The budget for 24/25 was circulated to Committee Members and after discussion the budget was AGREED with one amendment on the insurance budget (increased to £1747.00). The budget will be taken to the Full Council for agreement on 15 January 2024.

**9. Examination of finance position & RFO Reports:**

- a. To discuss the up to date financial position for the Parish Council and make any necessary decisions.

The full accounts as at 8 January 2024 were circulated to Committee Members and noted.

- b. To authorise any bank transfers as relevant

The transfer agreed in November from Barclays Bank to the Unity Trust Bank has not been completed by Barclays despite both the Clerk and the Chairman contacting the bank. After discussion the Committee **AGREED** that the Chairman should write a formal letter of complaint to Barclays and close the accounts they have with the bank. The clerk advised that there will be enough funding in the Unity Trust Accounts for January 2024 payments but is concerned that the more funds will be needed for February 2024 payments.

**10. To Review PCC Accounts and agreed donation of £150.00.**

The Parochial Church Charities (PCC) Accounts were circulated to Committee Members. Cllr Peter Rigby had attended the yearly PCC meeting where the distribution of funds is agreed. He had advised at the December 2023 Full Council meeting that the Charity confirmed that the Council's donation of £150.00 was sufficient going forward. The Committee **AGREED** to continue with a donation of £150.00. Clerk to action.

**11. To review and discuss any risk management issues with regards to finance.**

The issue of the lack of transfer from Barclays to Unity Trust Bank is a risk to the Council. This matter was discussed in Agenda item 9b.

**12. Publications/website/social media:**

- a. To discuss any matters generally and make any decisions as relevant.  
None.

**13. To discuss any other matters for information only.**

None.

**14. Date of next meeting 8 April 2024.**

**Meeting concluded at 8.25pm**

**Signature .....**

**Date .....**