



**MINUTES OF THE MEETING OF
The Finance & Administration Committee
Loose Pavilion
Wednesday 19 April 2023 at 7.00pm**

Councillors taking part: Vianne Gibbons (Chairman) (VG), Tony Oliver (TO) and Andrew Richards (AKR).

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.

No apologies were received from Charlie Hollister.

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)*

None.

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)).

None.

5. To agree and to sign as a correct record the minutes:

F&A minutes for the meeting held on the 9 January 2023 (Pages 225-226).

The minutes of the meeting on 9 January 2023 were **AGREED** and signed by the Chairman.

6. To receive any questions/comments from the public or items tabled by 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 bank balances were **AGREED** as at 31 March 2023 with reference to the bank statements and the RBS system. They were signed by TO.

8. Examination of finance position & RFO Reports.

a. 22/23 - To discuss the end of year position for the Parish Council and to examine spends and income as relevant.

The Committee discussed the end of year position and **AGREED** the figures.

b. To note rates bill for Pavilion for 23/24.

The Clerk advised that the rates bill for the Pavilion for 23/24 is nil.

c. To authorise any bank transfers as relevant.

After discussion it was **AGREED** that £33,000 would be transferred from Council's Unity Trust Bank accounts to the Council's Barclays bank account to work within the Financial Services Compensation Scheme as far as possible.

d. To authorise payments as relevant for any outstanding invoices.

The Environment Committee currently have four invoices to be paid for tree works where the work was carried out in 22-23 and the payments will be in 23-24. It was agreed to earmark this sum so that budgets will not be affected at the start of the new financial year.

e. To review and discuss any funding challenges/ issues/applications.

The Clerk advised that all hire invoices issued for the Council for year 22-23 have been paid and the outstanding previous debt of one hirer is now reduced to £231.00 and continues to be reduced on a monthly basis.

f. To discuss items to be earmarked/ring-fenced to 23/24.

After discussion the Earmarked funds listing was **AGREED** for 23-24.

g. To discuss funding available and documentation.

The office advised that they will be looking into funding options particularly for the War Memorial.

9. To discuss and make any decisions on the following reviews

a. Financial Regulations for the LPC.

The financial regulations were reviewed by the Council. The Clerk advised there have been no updates from KALC. The Council **AGREED** no amendments. Clerk to update document.

b. Standing Orders for the LPC.

The Council reviewed the standing orders for the LPC and it was **AGREED** to remove the Appendix A as it was added during Covid and Councils are no longer allowed to make decisions at virtual meetings. Clerk to Action and update document.

10. Financial Risk

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

The Clerk advised that NB is currently training to use the RBS system and be able to make payments so can cover for the Clerk in her absence. Training is ongoing for NB on other areas of finance. Clerk to Action.

b. To review risk record for the LPC and to take forward as relevant.

The Clerk advised that following the retirement of the Communication and Media Clerk the Microshade system has been restricted to two office staff until a new member of staff is recruited.

11. To discuss present Internal Auditor arrangements and make any necessary decisions.

This will include the items to be checked for the financial year 23/24.

Internal Auditors report was circulated to Councillors at the LPC meeting on 17 April 2023. All areas are rag rated green. The Committee **AGREED** that the items to be checked by the Auditor will remain the same as previously listed.

12. Publications/website/social media

a. To discuss any matters generally and make any decisions as relevant.

The Deputy Clerk advised that she has been using a software package called Canva to make Posters etc for the Fete. She is currently using the free option but would like to

purchase the Canva Pro package to increase the options for documentation etc. The Committee **AGREED** to purchase the Canva Pro.

13. To discuss any other matters for information only.

None.

14. Date of next meeting TBC

Meeting concluded at 7.40pm

Signature

Date