MINUTES OF THE MEETING OF
The Finance & Administration Committee
Loose Pavilion
Monday 13 January 2025 at 7.30pm

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

Also present: Nicky Bourne (Clerk) (NB) and Kim Owen (RFO) (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.**
   None.

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, MW & 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 dispensation forms were received VG, CH, TO, MW & AR for Agenda Item 8. They were approved by the RFO.

5. **To agree and to sign as a correct record the minutes of the F&A meeting on 8 July 2024 at 7.30pm (Pages 239-241)**
   The minutes of the meeting on 8 July 2024 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 bank statements for UTB were checked and agreed with the RBS system and signed by AR.

8. **To agree to recommend the precept, to be approved by the LPC at the meeting scheduled for the 20 January 2025.**
   The budget for 25/26 was circulated to Committee Members and after discussion the Committee **AGREED** to increase the precept by 3%. The budget will be taken to the full Council for agreement on 20 January 2025. RFO to update budget and present to the full Council.

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 RBS system showing the financial position of the Council as at 13 January has been circulated to Committee Members prior to the meeting and noted

b. To authorise any bank transfers as relevant
All the Council funds are currently with the Unity Trust Bank and transfers can be done internally if necessary.

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

The RFO advised that the PCC Accounts have not been received. The Committee **AGREED** that the donation of £150.00 should continue. RFO to Action donation and chase the latest set of accounts.

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

The main risk is that all the Council's funds are currently with Unity Trust Bank. The Office need to organise extra savings accounts to spread the risk for the Council. RFO to action

12. Publications/website/social media:

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

13. Round Robins since 8 July 2024.

a. To agree the prepared Financial Regulation document
The document will need to be updated as new regulations have been received from NALC.

b. For office to prepare checklist for Internal Auditors arrangements.
Both these items need to be completed. RFO to deal.

14. To discuss any other matters for information only.

AR advised that the McAlpine Accounts are now completed and he is waiting for a clean copy. The Clerk will add the McAlpine Accounts to the next LPC agenda for 20 January 2025.

15. Date of next meeting 7 April 2025.

Meeting concluded at 8.30pm

Signature ……

Date ……