



**MINUTES OF THE MEETING OF
The Finance & Administration Committee
Monday 9 January 2023 at 7.30pm**

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 Elect a Chairman of the Committee for the current year.

A nomination was put forward by TO and seconded by AKR that Cllr Vianne Gibbons should continue as Chairman of F & A Committee. This was accepted by VG.

2. To Elect a Vice- Chairman of the Committee for the current year.

VG proposed and TO seconded that Cllr Andrew Richards should be Vice Chairman, which he accepted.

3. To discuss and make any necessary amendments to the Terms of Reference for the Committee.

The Terms of reference for the Committee was agreed with no amendments. Clerk to update document.

4. To receive and record any apologies for absence.

Apologies were received from Charlie Hollister (CH) (Sick).

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

None.

6. 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)*)

All Committee members declared a pecuniary interest for agenda item 11.

7. 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)).

Declarations by VG, TO and AKR are on file, signed and agreed to May 2023 for agenda item 11.

8. To agree and to sign as a correct record the minutes of the F&A meeting on 10 January 2022 (Pages 223-224).

The minutes of the meeting held on 10 January 2022 were duly **AGREED** and signed by the Chairman.

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

None.

10. 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 account balances were **AGREED** as at 31 December 2022 with reference to bank statements and RBS accounting system and were signed accordingly by TO.

11. To agree to recommend the precept, to be approved by the LPC at the meeting scheduled for the 16 January 2023.

The budget for the precept was circulated to Committee members. After discussion the Committee **AGREED** to recommend the precept to the Full LPC meeting on 16 January 2023.

12. Examination of finance position & RFO Reports (ongoing agenda item):

a. To discuss the up to date financial position for the Parish Council and make any necessary decisions
The Annual Budget by Committee was circulated to Committee members to see the actual year to date spend for each area. There are several areas where work planned needs to be completed by the end of March 2023 including a new notice Board for Environment and two new laptops for the office.

b. To authorise any bank transfers as relevant

The Clerk advised that, at this moment in time, there is sufficient funds in the current account to cover January 2023 payments so an immediate transfer will not be necessary and she will review the situation before the next LPC meeting.

13. Risk (ongoing agenda item):

- To review and discuss any risk management issues with regards to finance.
 - a. The Clerk raised a concern about the deputy clerk not being able to make payments on the Unity Trust Bank System. Training is required. Clerk to action training.
 - b. VG asked that AKR be added as a signatory to the Unity Trust Bank Current Account to ensure that there are sufficient persons to authorise payments.
 - c. The Clerk advised that the Council needs to look for a new Internal Auditor at the end of the current financial year as the current auditor is retiring. VG suggested obtaining recommendations for a new auditor from KALC.

14. Publications/website/social media (ongoing agenda item):

- a. To discuss any matters generally and make any decisions as relevant.
VG advised that once the precept has been agreed by the full LPC on 16 January 2023 the Clerk will put details of the precept on the website. Clerk to action.

15. To discuss any other matters for information only.

None.

16. Date of next meeting 3 April 2023.

VG and AKR advised that they will not be available to attend the next F & A Committee. The Clerk will reschedule the meeting and advise the Council accordingly.

Meeting concluded at 20.35

Signature

Date