



**MINUTES OF THE MEETING OF
The Finance & Administration Committee
Monday 10 January 2022 at 7.45pm**

Councillors taking part: Vianne Gibbons (Chairman) (VG), Charlie Hollister (CH), 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.

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)

Declaration of pecuniary interest was declared by Councillors VG, CH, TO and AKR 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 declaration was received and **AGREED** for Councillor AKR (Item 33 (2) (c)). "Dispensation are in the interest of the persons living in the authorities' area. Declaration for VG, CH and TO are already on file, agreed to May 2023. This is for agenda item 8.

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

a. F&A minutes for the meeting held on the 5 July 2021 (Pages 220-222)

The minutes of the meeting held on 5 July 2021 were duly **AGREED** and signed by the Chairman.

6. To receive any questions/ comments from the public if in attendance, to also take note of anything 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 account balances were **AGREED** as at 31 December 2021 with reference to bank statements and RBS accounting system and were signed accordingly by TO.

8. To agree to recommend the precept, to be approved by the LPC at the meeting scheduled for the 17 January 2022.

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 17 January 2022.

9. 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 2022 including

- New locks at the Pavilion
- Signage for the Pavilion and KGVPF

- b. To authorise any bank transfers as relevant**

The Clerk advised that in order to ensure sufficient funds in the Unity Trust Bank Current Account she suggested that £15,000 is transfer from Barclays Community Account to Unity Trust Bank. The transfer was **AGREED** and a letter requesting the transfer signed by VG and CH.

10. Risk (ongoing agenda item):

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

None.

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

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

None.

12. To discuss any other matters for information only

None.

13. Date of next meeting 11 April 2022

Meeting concluded at 9.15pm

Signature

Date