

Proper Officer/RFO: Mrs Pauline Collins

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Minutes of Finance and Administration Committee Meeting held on Tuesday 7th November 2023

Present: Councillors – Ms I Horsley (Chair), Miss C Sharpe, Ms L Cooke, Mr G Smith, Mr D Greenup, Mr D Williams and Mr R Turnbull

District Councillor – Mr T Grohne

Proper Officer/RFO - Mrs P Collins

23078 Apologies for absence (including resolutions to accept reason for absence by Councillors)
None

23079 Code of Conduct and Disclosure of Interests
None

23080 Public questions in respect of items on the agenda
Standing orders were suspended
Cllr Grohne notified the Committee that RDC are planning to provide a zero council tax rate for some households in need. This will affect RDC's budget and may have financial implications to residents via their council tax bill.
Questions were raised by residents on agenda items 6 and 8 and responded too.
Suspended orders were reinstated.

23081 Minutes of meeting held on 3rd October 2023
The minutes having been distributed prior to the meeting and made available to the Public at the meeting.
Resolved to approve and were signed by the Chairman as a correct record.

23082 Matters arising from the minutes not otherwise on the agenda
Cllr Sharpe will be uploading all the F&A minutes when she has a moment.

23083 To discuss and review the current year's budget
The current budget figures had been circulated prior to the meeting. The Proper Officer reported on the budget, expenditure and income to date. It was noted that additional costs will be incurred for external audit services (£355 per hour) due to an electorate's objection to the 2022/23 AGAR.

23084 To discuss and consider the allocation of earmarked reserves
The current EMR were reviewed and no changes were required. Monies for Faircomm has been allocated for transfer to the new charity once formed. The War Memorial Fund will hopefully be boosted with more donations and spent on the memorial soon.

23085 To discuss initial preparation of 2024/25 budget
Councillors reviewed each income and expenditure heading and allocated a figure for the initial draft budget. The Proper Officer to compile the proposed budget for discussion at the next PC meeting and future F&A Committee meetings. The final draft to be presented to the January PC meeting for approval and the precept request to be decided.

Standing orders were suspended for residents to ask questions.

Items raised – Proper Officer's salary, conditions etc, differences between parish councils, requesting agenda items. Councillors responded to these items where appropriate.

Standing orders were reinstated

23086 To review policies and practices

There were no policies or practices to review. The review of Standing Orders is pending.

23087 To review and update the current Action Plan

The current Action Plan and Golden Thread will be discussed at an informal meeting. Both documents will be updated once the survey results have been collated etc.

23088 Future agenda items

Budget 2024/25

Standing Orders document

Action Plan

Emergency Plan

23089 Close of meeting

Meeting closed at 8.20pm

23090 Date of next meeting

Next meeting to be held on 5th December 2023 (subject to review)

Signed _____
(Chair)

Dated _____

Draft until agreed and signed at the next meeting