

Proper Officer/RFO: Mrs Pauline Collins

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Minutes of Finance and Administration Committee Meeting held on Tuesday 12th September 2023

Present: Councillors – Ms I Horsley (Chair), Ms L Cooke, Miss C Sharpe
Proper Officer/RFO - Mrs P Collins

- 23052 Apologies for absence** (including resolutions to accept reason for absence by Councillors)
Cllrs - Mr D Greenup, Mrs A Hohenkerk Mr G Smith, and Mr R Turnbull
Resolved to accept the reasons for absence.
- 23053 Code of Conduct and Disclosure of Interests**
None
- 23054 Public questions in respect of items on the agenda**
There were no Public questions received
- 23055 Minutes of meeting held on 1st August 2023**
The minutes having been distributed prior to the meeting and made available to the Public at the meeting.
Resolved to approved, and will be signed by the Chairman as a correct record.
- 23056 Matters arising from the minutes not otherwise on the agenda**
There were no matters arising
- 23057 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.
- 23058 To discuss and consider the allocation of earmarked reserves**
The current EMR were reviewed. Two additional items to be added as income to the reserves are grants received from RDC for the playground equipment 2022/23 and HVA for DISH.
- 23059 To discuss and consider future banking arrangements**
The banking options were discussed and considered including CCLA and the Unity Trust Bank.
Resolved to propose CCLA and the Unity Trust Bank as alternative banking options, for a final decision to be made at the September Full Parish Council meeting
- 23060 To discuss the internal auditor requirements from Mulberry and Co for the financial year 2023/24**
Resolved to propose to the Full Parish Council that an interim internal audit is not required.
- 23061 To review policies and practices**
(a) Dignity at Work
This policy was discussed and amended. For adoption at the Full Parish Council meeting in September.
Next policies for review are Standing Orders and the Complaints Procedure.
- 23062 Facts and Finance event – 19th September 2023**
An informal event for residents to ask questions and make suggestions. Budget figures etc will be available on display boards and handouts. The interactive whiteboard will provide a visual presentation. Councillors will be available for questions and discussions. Information will be placed on the website at a later date.

23063 Future agenda items

Budget 2024/25

Feedback from Facts and Finance event

23064 Close of meeting

Meeting closed at 19.40 pm

23065 Date of next meeting

Next meeting to be held on 3rd October 2023 (subject to review)

Signed _____
(Chair)

Dated _____

Draft until agreed and signed at the next meeting