

Proper Officer/RFO: Mrs Pauline Collins

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Minutes of Finance and Administration Committee Meeting held on Tuesday 4th June 2024

Present: Councillors – Ms I Horsley (Chair), Miss C Sharpe, Ms L Cooke, Mr D Williams, Mr S Baker and Mr R Fellows- Turnbull
Proper Officer/RFO - Mrs P Collins
Members of the Public- 4

This meeting was filmed and audio recorded by members of the Public

24026 Election of Chairperson for the ensuing municipal year

Cllr Horsley was elected as Chairperson for the ensuing municipal year

24027 Election of Vice Chairperson for the ensuing municipal year

Cllr Sharpe was elected as Vice Chairperson for the ensuing municipal year

24028 Apologies for absence (including resolutions to accept reason for absence by Councillors)

Apologies were received from Cllr D Greenup

Resolved to accept the reasons for absence.

24029 Code of Conduct and Disclosure of Interests

None

24030 Public questions in respect of items on the agenda

Standing orders were suspended for questions to be asked from the Public

Questions asked were in respect of the 2024/25 budget. This item was not on the agenda and was therefore not answered. The resident was referred to the Parish Council website for current information of the future budget.

24031 Minutes of meeting held on 6th February 2024

The minutes having been distributed prior to the meeting and made available to the Public.

Resolved to approve and were signed by the Chairman as a correct record.

24032 Matters arising from the minutes not otherwise on the agenda

Item 24023 was raised. This item has been completed and is now closed.

24033 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. A virement between audit and solicitor's fees was suggested.

Cllr Baker proposed a financial year end report to be compiled. This proposal will be discussed at the next F&A meeting.

24034 To discuss and consider the allocation of earmarked reserves

The current EMR were reviewed and no changes were required. It was noted that the EMR balance will decrease during 2024/25. The balances will need to be reviewed and perhaps increases to these reserves be made in this year and 2025/26.

24035 To review and action any requirements of the final External Auditor's report for 2022/23

The Final External Auditor Report and Certificate 2022/23 was reviewed. Matters raised by the external auditors were the risk of holding funds over the FSCS threshold and to follow the Council's financial regulations when the reviews of bank reconciliation and bank statements are carried out. It was also recommended that the Council evidences the review of the timesheets submitted by employees to ensure they agree to the payments being made and are in accordance with the expected number of hours to be worked. These are all governance matters and no discrepancies were found in the accounts. All documents will be posted on the website. The year end accounts for 2022/23 have now been concluded.

Resolved the Unity Trust, second bank account has been set up and the Proper Officer will continue to monitor the balances in both the Natwest and Unity Trust accounts to ensure that limits are maintained. The Chair and another Councillor will review and sign the bank statements and reconciliations on a monthly basis. A nominated Councillor will check employees time sheets to payslips to ensure the hours agree.

24036 To review and action any requirements from the Internal Auditor's report from Mulberry and Co for 2023/24

This report was discussed at the Full Parish Council meeting in May. The current email system will be review by Cllr Sharpe and the Proper Officer. The Proper Officer to control the issue and archive of email accounts. Cllr Horsley has reviewed the recommended Parish Council's transparency code and it is similar to the current code used by the Parish Council. The introduction of the new website should provide better facilities to expand on the code and documents provided.

24037 Bank Accounts

(a) To review the current signatories of the Natwest bank account

Resolved Cllrs Fellows-Turnbull and Williams should be added to the Natwest account

(b) To consider the opening of an additional bank account

Resolved to open a third bank account. Possible providers to be approached are Nationwide, Co-op and Lloyds

24038 To discuss the Community Infrastructure Levy funds

It was proposed to put out publicity requesting suggestions for possible projects to spend the CIL funds. Once received projects will be reviewed for viability and costed. A public consultation will then be carried out to ascertain resident's preferences. Match funding grants could then be applied for if required.

Standing orders were suspended for a public question/comment in respect of what are the restrictions on the funds and a possible match funding proposal from the FRA.

Standing orders were reinstated.

24039 Policies and Procedures

(a) To review policies and practices

Recording of meetings policy

Resolved not to change this policy and refer it back to the Full Council for approval

24040 Future agenda items

Policies – Standing Order, Financial Regulations and Financial Risk Assessment

24041 Close of meeting

Meeting closed at 8.10 pm

24042 Date of next meeting

Next meeting to be held on Tuesday 2nd July 2024 at 7.00pm (subject to review)

Signed _____ Dated _____
(Chair)

Draft until agreed and signed at the next meeting