



29th September 2023

An ORDINARY MEETING of the **FINANCE & GOVERNANCE COMMITTEE** will be held on Thursday 5th October 2023 at 7pm at the Meeting Room in the Brockridge Centre and the following business will be transacted. All Committee Members are summoned to attend.

Kind Regards

L Squire

Linda Squire

Clerk/CEO & RFO to the Parish Council

OPEN SESSION

AGENDA

- 1 APOLOGIES FOR ABSENCE**
MOTION: To note apologies for absence.
- 2 DECLARATIONS OF INTEREST and DISPENSATIONS**
With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required, and request any dispensations, under the Localism Act 2011.
- 3 MINUTES OF THE PREVIOUS MEETING (13th July 2023)**
MOTION: Committee to approve and sign the minutes of the previous meeting.
- 4 OPEN MEETING**
Public participation: Members of the public will be invited to speak and/or question the Committee on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the chairman of the meeting.
- 5 PAYMENTS FOR APPROVAL**
MOTION: Committee to consider and decide on approval of any invoices received after the agenda has been issued
MOTION: Committee to approve a £50,000 transfer from the Unity Trust Deposit Account to the Current Account.
MOTION: Committee to nominate 2 councillors to authorise the payments through the bank
- 6 CASH BOOK FINANCIALS & BANK RECONCILIATIONS**
MOTION: Committee to note the Financial Reports as at 31/07/2023.
MOTION: Committee to note the Bank Statements at 31/07/2023
MOTION: Committee to note the Financial Reports as at 31/08/2023.
MOTION: Committee to note the Bank Statements at 31/08/2023
- 7 COUNCIL INVESTMENTS**
MOTION: Committee to note the CCLA Factsheets for June & August.
MOTION: Committee to note the correspondence received from the CCLA regarding the appointment of their transfer agent.

MOTION: Committee to note the correspondence from the Nationwide Building Society advising of the change of the name on the savings account.

MOTION: Committee to note the change in interest rate for the Nationwide Building Society savings account.

MOTION: Committee to note the change in interest rate for the Unity Trust Bank

8 INCREASE IN PRICE

MOTION: Committee to note the increase in price for the Microsoft Exchange Online Kiosk

9 INTERNAL FINANCIAL CHECKS

MOTION: Committee to note the quarter one financial checks and any recommendations.

10 HMRC LETTER RELATING TO VAT & ACCOUNTANTS LETTER

MOTION: Committee to consider the letter received from HMRC relating to the quarterly VAT return & the Accountants subsequent letter.

11 NON-STANDARD USE OF PARISH PLAYING FIELDS & GREEN SPACES

MOTION: Committee to consider and approve the revisions to the form for non-standard use of the Parish Playing fields & green spaces.

12 PAVILION REPAIRS

MOTION: Committee to consider the Pavilion Repairs Report, the risk registers associated with this and approve the repairs required.

13 POLICIES

MOTION: Committee to consider and approve the revisions to the following policies:-

- Expenses
- Whistleblowing

14 EVENTS WORKING GROUP

MOTION: Committee to consider the notes and recommendations of the Events Working group held on the 14.9.2023, which include:-

- The dates for specific events from October 2023 to September 2024.
- The proposed Events expenditure for 2023-24 & proposed Budget for 2024/25.
- The proposals for the Christmas Event.
- The proposals for the D Day celebrations
- The proposals for the Open Day in July 2024.

15 ROOM HIRE CHARGES FOR WELLBEING INITIATIVES & ACTIVITIES

MOTION: Committee to consider appropriate room hire charges for wellbeing initiatives & activities.

16 DATE OF NEXT MEETINGS

MOTION: Committee to note the date of the next meeting is 9th November 2023.

CLOSED SESSION

17 MOTION: Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 extended by S100 of the Local Government Act 1972), the Press and Public be excluded from the meeting for the following motion on the grounds that its consideration would involve the disclosure of exempt information

18 VAT

MOTION: Committee to consider the VAT on Sporting fees, the rental charges and any actions that may need to be taken.

Members of the public and press are very welcome to attend.