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8<sup>th</sup> March 2024

An ORDINARY MEETING of the **FINANCE & GOVERNANCE COMMITTEE** will be held on Thursday 14<sup>th</sup> March 2024 at 7pm at the Bickeridge 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

#### **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 (11<sup>th</sup> January 2024)**

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 approving the invoices for payment listed in the Appendix below.

MOTION: Committee to consider and decide on approval of any invoices received after the agenda has been issued

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 31/01/2024.

MOTION: Committee to note the Bank Statements at 31/01/2024

MOTION: Committee to note the Financial Reports as at 29/02/2024

MOTION: Committee to note the Bank Statements at 29/02/2024

- 7 PROJECTED YEAR END ACCOUNTS AND EAR MARKED RESERVES**  
MOTION: Committee to consider the transfer of funds from the 2023-4 financial year to Earmarked reserves.
- 8 INVESTMENTS**  
MOTION: Committee to consider moving funds into one of the investment accounts after the 31.3.2024.  
MOTION: Committee to note the Nationwide Savings account interest rate change.
- 9 SECTION 137 EXPENDITURE: LIMIT FOR 2024-2025**  
MOTION: Committee to note the Section 137 expenditure limit for 2024-25 set by the Government
- 10 COMMUNITY INFRASTRUCTURE LEVY (CIL) & DEADLINES**  
MOTION: Committee to consider the allocation of the Community Infrastructure Levy payments.
- 11 VAT VERIFICATION**  
MOTION: Committee to note the VAT verification required by HMRC for quarter 3
- 12 DELEGATED DECISIONS**  
MOTION: Committee to note any unreported decisions made under the scheme of delegation or delegated authority under Financial Regulations.
- 13 GRANT APPLICATIONS**  
MOTION: Committee to consider and decide whether to approve the grant application received from the Citizens Advice Bureau  
MOTION: Committee to consider and decide whether to approve the grant application received from FACE for the Youth Club sign.
- 14 PRICE INCREASE**  
MOTION: Committee to note the price increase for the broadband at the Brockeridge Centre.
- 15 QUOTATIONS**  
MOTION: Committee to consider the quotations received for the Waste contract  
MOTION: Committee to consider the quotations for a Payment card reader
- 16 GRASS CUTTING CONTRACT**  
MOTION: Committee to consider the report and approve the quotations received for the grass cutting contract.
- 17 NHB FUNDING**  
MOTION: Committee to note the update regarding the NHB funding grant
- 18 TENNIS COURTS**  
MOTION:- Committee to consider the notes of the meeting with the Lawn Tennis Association and the changes relating to bookings and the criteria that will be required.
- 19 POLICIES REVIEW**  
i) MOTION: Committee to note and approve the revisions to the following policies & procedures:-  
a) Freedom of Information  
b) Internet banking  
c) Grants policy, application form & website information  
d) Subject Access Request Procedure

ii) MOTION: Committee to consider and approve the new Allotment Policy

**20 DATE OF NEXT MEETING**

MOTION: Committee to note the date of the next meeting is 9<sup>th</sup> May 2024.

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

Payments for Approval by Finance & Governance March 14 <sup>th</sup> , 2024						
Invoices for Approval						
No.	Invoice Number	Company	Description	Net	VAT	Gross
103	1833	Frome Valley Landscaping	Hedge Trimming	540.00	105.00	648.00
203	3805498374	SGC	Christmas Lights	8415.00	1683.00	10098.00
303	GB45YFLABEY	Amazon	Pond Liner	19.03	3.80	22.83
403	6028	CPS	March Conservation work	220.75	44.15	264.90
503	6024	CPS	Grounds Maintenance	2731.95	546.39	3278.34
603	0583	Gordon Playground Inspections Ltd	Play area inspections	150.00	30.00	180.00
703	228755	Stone King	Covenants on Land	454.00	90.80	544.80
803	TPC11171	DCK	Account Support	225.00	45.00	270.00