



3rd May 2024

An ORDINARY MEETING of the **FINANCE & GOVERNANCE COMMITTEE** will be held on Thursday 9th May 2024 at 7.15pm at 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

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 (14th March 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 (including any retrospective approval).

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 31/03/2024 (Year-end).
MOTION: Committee to note the Bank Statements at 31/03/2024. (Year-end)
MOTION: Committee to note the Financial Reports as at 30/04/2024.
MOTION: Committee to note the Bank Statements at 30/04/2024.
- 7 EAR MARKED RESERVES**
MOTION: Committee to consider any alterations to the Ear marked reserves .
- 8 VAN INSURANCE**
MOTION: Committee to approve the quotations received for the van insurance renewal.
- 9 GRANT APPLICATIONS**
MOTION: Committee to consider and decide whether to approve the grant application received from The Brightwell (West of England MS Therapy Centre)
MOTION: Committee to consider and decide whether to approve the grant application received from Four Towns Vale Link.
- 10 TENNIS COURTS CLUB BOOKING REQUEST**
MOTION: Committee to consider the request received from a local tennis club to book the tennis courts for a specific evening for approximately ten weeks
- 11 POLICIES**
MOTION: Committee to note and approve the Community Engagement Strategy
- 12 TERMS OF REFERENCE**
MOTION: Committee to consider and decide whether to approve the revised Terms of Reference for the Finance Committee.
- 13 BROCKERIDGE CENTRE-HIRE CHARGES & HIRER TERMS & CONDITIONS**
MOTION: Committee to consider and decide whether to RECOMMEND to Council an Increase in the Centre hire charges to reflect the increased costs for opening & closing the centre.
MOTION: Committee to consider and decide whether to approve the revised booking form for hiring the Centre
MOTION: Committee to consider and decide whether to approve the revisions to the terms and conditions for hiring the Centre.
- 14 IT IMPROVEMENTS & CONTRACT**
MOTION: Committee to consider and decide whether to approve the Microsoft Office 365 backup solution
MOTION: Committee to note the increase in the IT support contract from July 2024 and decide whether to approve it.
- 15 FINANCIAL RISK REGISTERS**
MOTION: Committee to consider and decide whether to recommend to Council to approve the financial risk registers

16 **EVENTS- EXPENDITURE ON THE VOLUNTEER CREAM TEA & COMMUNITY AWARDS EVENT**
MOTION: Committee to note the expenditure for the Volunteer Cream tea and Community Award event, compared to the budget allocated

17 **DATE OF NEXT MEETING**
MOTION: Committee to note the date of the next meeting is 11th July 2024.

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

Payments for Approval by Finance & Governance 9th May 2024

Retrospective Payments/transfers

No.	Invoice Number	Company	Description	Net	VAT	Gross
R105	PF49896	Asgard	Vanguard secure unit	413.33	82.67	496.00
R205	408967	Garden Machinery Direct	Battery trimmer, battery and mower kit	1046.67	209.33	1256.00
R305	21100	Briants	Carter's double edge Newton billhook	174.92	34.98	209.90
R405	SINV-42129	Kersten	De-moss attachment, weed remover brushes & brush cutter	364.34	72.87	437.21
	Unity Deposit Acct.	Transfer to	Unity Current Acct.			150,000
<i>FG.14/03/2024-8i</i>	Unity Current Acct.	Transfer to	CCLA			150,000

Invoices for Approval

No.	Invoice Number	Company	Description	Net	VAT	Gross
105	GB4CZ3UABEY	Amazon	Stationary, cleaning & maintenance equipment	70.56	14.11	84.67
205	GB4G5TPABEY	"	Square card machine	127.77	25.55	153.32
305	GB4GK90ABEY	"	Climate & Nature equipment	37.47	7.50	44.97
405	INV-6374	CPS Grounds	May Grass cutting/Maintenance Contract	1421.67	284.33	1706.00
505	INV-6305	"	Remedial groundworks for Tennis Court track	485.00	97.00	582.00
605	1483781224	Trade UK	Timber & Bit set	31.39	6.28	37.67
705	1486791832	"	Power Washer	116.66	23.33	139.99
805	1489153772	"	Cable ties	4.94	0.99	5.93
905	1490625518	"	Extension Lead	24.99	5.00	29.99
1005	1482654385	"	Impact driver, Adhesive & screwdriver set	74.98	14.99	89.97
1105	1491155388	"	Code lock	70.73	14.15	84.88
1205		Blakedown	Tennis Courts	7593.42	1518.68	9112.10
1305	INV-0068	Festivelighting	Year 3 Festive Lighting Scheme	6538.31	1307.66	7845.97