

Minutes of Finance Committee Meeting

Monday 21st October 2024 at 7pm

in the Parish Room

To Councillors: *Graham Lee (Chairman), Norton Mahy (Vice Chair), Chris Button, Ian Duffy, Vinny Hall, Martin Hoffman, David Sims, Joan Yates.*

Membership: All parish councillors.

Quorum: Three

Meetings: As required and at least annually in relation to budget setting.

Terms of Reference:

- 1) Advisory role to full Council on financial matters including review of contracts, quotations, prices, wages and budget setting.
- 2) Delegated powers may be granted by full Council for a specific purpose(s).
- 3) Reports to all councillors following meetings.
- 4) Minutes to full Council for approval and publication.

Information on the financial matters of the Parish Council is published on the website and in the Yearbook.

<https://www.ashwell.gov.uk/parish-council/budgets-and-audits/>

<https://www.ashwell.gov.uk/ashwell-yearbook-204/>

Minutes

- 1 **Apologies for absence were received from** Cllr David Sims (holiday), and Martin Hoffman (unwell).

To note the minutes of the previous committee meeting. It was noted these were approved at the November PC meeting on 1st November 2023.

Financial report for the Yearbook 2025 edition. It was noted that a draft would be prepared by Cllr Mahy.

- 2 **Exclusion of Press and Public** To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted, namely financial and HR matters.
- 3 **Audit - [Review of Effectiveness of Internal Audit](#)** Audit Statement was checked and signed off by the council.

- 3.1 Internal Auditor for year 2024/25 – Accounts Clerk to establish if current Internal Auditor will be willing to undertake 2024/25 internal audit
Action: Accounts Clerk

4 **Review of contracts and preferred suppliers.** To consider proposals to be made to full Council for the following:

Contracts - Current grounds maintenance contracts, (i) pitch maintenance at the Recreation Ground, (ii) grounds maintenance of land that the Parish Council is responsible for. Concerns were made regarding contractors work at the cemetery work. Deputy Clerk to approach current supplier to advise. 20 cuts per year at £144 per cut are current scheduled.

- 4.1 **The current preferred suppliers** list; any proposals for any amendments/additions.
Councillors to consider current list and make enquiries.

- 4.2 **Tenancy agreements** for both Parish Council as landlord and as tenant.

5 **2024-25 budget review and budget setting for 2025-26.** To consider proposals to be made to full Council for wages, prices, premises costs, quotes in hand, contingencies, costs of future projects and the setting of the parish precept for 2025-26. To note the budget and precept to be formally proposed to the November or December Council meeting and the required figures submitted to NHC following receipt/confirmation from them of the tax base figure and the CTRS grant.

Parish Councillors are looking to reduce costs on the budget forecast where possible, to be finalised by January 2025.

The meeting ended at 21.45 hrs.

Clerk: Sally Roberts 22nd October 2024