

# PLASTERDOWN GROUPED PARISH COUNCIL

Minutes of the Meeting of **Finance Sub-Committee** held in **The Stables**  
On **THURSDAY 13<sup>th</sup> March 2024** at **7.30 pm**

**Present:** Cllr I Walton, Cllr J Sturmer and Cllr R Pearson-Bunt.

**In Attendance:** Mrs Caroline Metcalf (Clerk).

## **1. Apologies**

Cllr. E. Cole and Cllr. R. Philips. The Committee accepted their apologies.

## **2. Declarations of Interest**

None were made.

## **3. Matters arising from the minutes of the Finance Sub-Committee meeting held on Monday 23<sup>rd</sup> October 2023.**

There were no matters arising.

## **4. Budget and Monitoring sheet and bank reconciliation ending 31<sup>st</sup> January 2024**

After review all accepted the report. Clerk is currently trialling a financial software system, which is ideal and cost effective for smaller Councils.

## **5. Review and approve Grant Policy**

After reviewing the policy, a few amendments were proposed. All agreed to the policy, subject to the proposed amendments. The Clerk to then circulate to all Councillors.

## **6. Review Asset Register and discuss insurance costs**

Each item on the Asset Register list was discussed for its asset register value and insurance value. The Clerk to ask the Chair of the Council to bring the Council's Civic Regalia to the Council meeting on 20<sup>th</sup> March 2024, in order it can be assessed for its valuation. Final approval of the register to be done at the Council meeting on 20<sup>th</sup> March 2024.

## **7. Review Risk Assessment scheme**

It was discussed to ask a local resident to review the trees on behalf of the Council. The Chair of the Council to be copied in on the Clerk's payslips and been given access to the online pay roll service.

After review, all agreed to approve the document. Final approval to be done at the Council meeting on 20<sup>th</sup> March 2024

## **8. Update on additional signatories and online banking**

In progress and the additional signatories will be added to the bank account in due course.

## **9. Finance training for Councillors**

The Clerk has emailed all Councillors available finance training dates and will forward further dates, once they have been released.

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## **10. Proposal to set up standing order for Clerk's salary and correction cheque bi-monthly**

It has been previously discussed to pay the Clerk via BACS, once online banking has been set up, but in the meantime, all agreed to set up a standing order for the Clerk's salary and issue a cheque bimonthly to cover any overtime.

## **11. Accounts for payment**

The Clerk gave a correction on the accounts for payments; the HMRC 5 February 2024 payment was approved and paid at the Council meeting held on 17<sup>th</sup> January 2024 and the invoice for the Clerk's training, has not yet been received. All agreed to the following payments:

- HMRC ending 5 March & 5 April 2024 - £81.00
- Clerk's February 24 salary (including 5 hours overtime) – £190.75
- Clerk's March 24 salary (including 4.5 hours over from February 24 – £185.29
- DFR Roofing – Roof replacement works - £1,464.00

Cheques were unable to be signed, as only one signatory was present at the meeting, they will therefore be signed at the Council meeting on 20<sup>th</sup> March 2024.

## **12. Items for Information**

None were given.

## **12. Items for future agenda**

1. Budget and Monitoring sheet and bank reconciliation ending 31<sup>st</sup> March 2024.
2. Review of Internal Audit Report.
3. Review of Internal Control.
2. Review of 2023-24 AGAR form.
3. Finance Committee Terms of Reference.

## **13. Close**

The meeting closed at 8.22 pm. The next Finance Committee meeting will be held on 19<sup>th</sup> June 2024.

Signed by the Chair of the Committee

Date