



GREAT HORKESLEY PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING HELD FRIDAY 14TH JULY 2023 AT GREAT HORKESLEY NEW VILLAGE HALL AT 10.30AM

Those present:

Cllr G Baker (Chairman)

Cllr C Arnold

Cllr M Mead

F23/01 Election of Chairman

The Clerk called for nominations for the position of Chairman. Cllr Arnold nominated Cllr Baker and with there being no other nominations for the position, Cllr Baker was duly elected as Chairman of the Finance Committee. Cllr Baker nominated Cllr Arnold for the position of Vice-Chairman and with there being no other nominations for the position, Cllr Arnold was duly elected as Vice-Chairman.

F23/02 Apologies and Reasons for Absence

Apologies were received from Cllr Sudbery (work commitments) and it was agreed that they be accepted.

F23/03 Declaration of Interests

No declarations of interest were received in respect of any item on this agenda.

F23/04 Minutes of Previous Meeting

The minutes of the Finance Committee Meeting held on Friday 21st April 2023 were approved and signed as a true and accurate record.

F23/05 Terms of Reference

The Terms of Reference for the Finance Committee were reviewed.

F23/06 First Quarter Accounts

The accounts as at 30th June 2023 for the First Quarter of the 2023/24 financial year were reviewed in detail and approved. Cllr Baker explained that for account codes where most of the budget had already been spent, this was due to it being annual lump sum payments that had been made (such as insurance, grants and licences).

F23/07 Internal Audit Review

The Internal Audit Report by Mrs Stobart was discussed in detail.

It was unanimously agreed that no changes to current procedures are necessary.

F23/08 Recommendations to Full Council

It was unanimously agreed (proposed Cllr Arnold) to invite Full Council to consider adding the power to transfer money from reserves to cover any deficits during the financial year to the Terms of Reference for the Finance Committee.

It was unanimously agreed (proposed Cllr Baker) to recommend to Full Council that the following monies should be moved to cover overspends in this year's budget:

Amount	Move From	Move To Cost Centre / Account Code	Reason
£732	Village Hall (200) / Salary (4000) <i>(Virement)</i>	Village Hall (200) / HMRC (4005)	Tax costs
£192	General Reserves	Village Hall (200) / Licences (4310)	PPL PRS invoice more than expected
£676	General Reserves	Village Hall (200) / Gen Maintenance (4320)	Bins, PAT test, EICR inspection, key cut
£239	General Reserves	Village Hall (200) / Ground Maintenance (4325)	Caterpillar treatment for the hedge

It was unanimously agreed (proposed Cllr Arnold) to recommend to Full Council that when running payroll for the six months of July to December 2023, the figure entered for the Clerk's salary should be based on the number of hours worked each month, of which a diary will be kept and made available to support the claim. In January, members will look at the actual hours worked each month to decide whether contracted hours should be changed, and agree how much should be transferred from balances to cover the unbudgeted payments both retrospectively and for the remainder of the financial year.

F23/09 Next Meetings of the Finance Committee

The next meeting of the Finance Committee will be Friday 13th October at 10.30am in the New Village Hall. The purpose of this meeting will be to review the Second Quarter of accounts and confirm the procedures for grant applications for the next financial year.

The Chairman closed the meeting at 11.43am.

Signed

Date