



GREAT HORKESLEY PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING HELD FRIDAY 21ST APRIL 2023 AT ST. JOHN'S CHURCH, ELSTAR LANE AT 9.30AM

Those present:

Cllr G Baker (Chairman)

Cllr C Arnold

Cllr M Mead

F22/43 Chairman's Welcome

Cllr Baker welcomed everyone to the meeting.

F22/44 Apologies and Reasons for Absence

Apologies were received and accepted from Cllr Sudbery due to work commitments and childcare.

F22/45 Declarations of Interest

No member declared an interest in respect of any item on the Agenda.

F22/46 Minutes of Previous Meeting

The minutes of the Finance Committee meeting held on Monday 9th January 2023 were approved and signed as a true record.

F22/47 Fourth Quarter and Year End Accounts

The reports and documents that had been circulated before the meeting detailing the Fourth Quarter Accounts as at 31st March 2023 were reviewed in detail. Councillors asked the Clerk to double-check two payment amounts, which were correct. Cllr Arnold asked why the actual salary expenditure for 2022-23 (account code 4000) varied so much from the budgeted figure. This was due to there being no Clerk in place when last year's budget was approved so the budgeted figure was a best estimate. Cllr Mead asked why expenditure for the Village News was higher than budgeted (account code 4250) and this was due to covering the costs of purchasing the Adobe licence used for designing the magazine.

It was unanimously agreed (proposed Cllr Baker) to approve and sign the Fourth Quarter Accounts.

F22/48 Financial Documents of the Council

Prior to the meeting, the Clerk circulated copies of the Council's Financial Regulations, Risk Assessment and Risk Management Strategy, Internal Controls Procedure and Asset Register. Councillors suggested several minor adjustments to the documents. The Clerk will make the adjustments and then re-circulate the documents to councillors before the next meeting of Full Council.

F22/49 Recommendations to Full Council

It was unanimously agreed (proposed Cllr Baker) to recommend to Full Council that the documents listed in F22/48 be approved subject to the suggested amendments being made.

Councillors reviewed the new system being followed for authorising payments and agreed it is working. This will be conveyed to Full Council at the next meeting.

F22/50 Next Meeting of the Finance Committee

The dates for meetings of the Finance Committee for the year ahead will be confirmed once the Annual Parish Council Meeting has taken place.

The Chairman closed the meeting at 10.45am