



GREAT HORKESLEY PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING HELD TUESDAY 9TH JULY 2024 AT GREAT HORKESLEY NEW VILLAGE HALL AT 10.45AM

Those present:

Cllr G Baker (Chairman)
Cllr M Mead
Cllr P Tempest

F24/01 Election of Chairman

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

F24/02 Apologies and Reasons for Absence

Apologies were received and noted from Cllr Arnold.

F24/03 Declaration of Interests

No member declared an interest with respect to any item of business on this agenda.

F24/04 Minutes of Previous Meeting

The minutes of the Finance Committee Meeting held 16th April 2024 were approved and signed as a true and accurate record.

F24/05 First Quarter Accounts

The accounts as at 30th June 2024 for First Quarter of the 2024/25 financial year were reviewed. The Chairman had raised questions with the Clerk prior to the meeting and members were happy with the answers given. Q1 is usually a busy time for Village Hall hires and some annual payments such as insurance are also made, so as the accounts being done on an income and expenditure basis, the figures seem slightly high for the end of Q1.

It was unanimously agreed (proposed Cllr Baker) to approve the First Quarter Accounts.

F24/06 Internal Audit Review

The Annual Internal Audit Report by Mrs J Stobart was reviewed. The Chairman had asked the Clerk prior to the meeting whether it was possible to reconcile the list of payments received in the accounts with reports showing payments received from the Hallmaster booking system. The Clerk explained that this would be difficult due to the hire deposits taken and how Hallmaster records these, but a spreadsheet has now been set up to reconcile invoices on Hallmaster with actual payments received. The Clerk will continue looking for ways this can be more easily achieved. The Clerk also confirmed that the council has now appointed a Personnel Committee. Members congratulated the Clerk and gave sincere thanks for the preparation of the accounts for the audit.

F24/07 GHPC Grants

The Grants to Benefit the Community Policy & Procedure for grants to be paid out in the 2025/26 financial year was reviewed and approved.

F24/08 Recommendations to Full Council

There were no matters for recommendation to Full Council.

F24/09 Next Meetings of the Finance Committee

The next meeting of the Finance Committee will be on Tuesday 12th November 2024 at 10.45am at Great Horkesley Village Hall.

The Chairman closed the meeting at 11.00am.