

**Minutes of Chesterton Parish Council
Finance Committee Meeting
At Chesterton Community Centre
9.15am, Tuesday 26th September 2023**

Present: Johnathan Chavda (Chair), Andrew Thomas, Tony Thompson, Mike White (RFO), Jackie Williams (Clerk)

A comprehensive and informative presentation, with accompanying paperwork, by Philip Clarke in his capacity as Chair of the CIO (Chesterton Community Partnership), on the historical relationship between the Parish Council and the Chesterton Community Partnership was gratefully and well-received by the Finance Committee.

1. To Receive Councillor Apologies for Absence

None required.

2. To Approve and Sign the Minutes of the Finance Committee Meeting on 29th August 2023

It was resolved that the minutes were a true record of the meeting and were duly signed by the Chair, Johnathan Chavda.

3. To Review and Approve September 2023 Invoices

It was resolved that the September invoices were correct and were duly signed by Johnathan Chavda (Chair) and Andrew Thomas.

4. Update on progress from previous minutes

- **CIO Rental and Insurance Contribution (to include the Village Hall)**

CIO to be re invoiced for the sum of £2,000 for 2023-24 for rental & insurance as defined in the lease. **Action: RFO.** Review of lease ongoing. **Action: JC**

5. Budget Review

It was confirmed that the 2024/25 precept would be discussed at the November meeting.

It was resolved that the management/maintenance of the Community Centre Generator should sensibly be a Parish Council, rather than a CIO responsibility. Johnathan Chavda to liaise with David Pheasey regarding this matter. **Action: JC**

It was resolved that the following tasks could be funded within this year's budget: -

- Pursue cost of mobile speed camera in conjunction with grant funding. **Action: Clerk**
- Replacement noticeboard to be purchased for Bottom Green, to be relocated inside the Red Cow bus shelter. **Action: Clerk/RFO**
- Replacement of damaged pane in the Red Cow bus shelter. **Action: AT**

6. Governance

6.1 Financial Information Retention: It was resolved that, having regard to the Parish Council seven-year Retention Policy, all financial folders prior to 2015 should be destroyed by official shredding. **Action: Clerk**

6..2 Asset Register Review: It was resolved that following the second half-yearly review at the October '23 Full Parish Council Meeting, an annual review would suffice in

future, in view of the stringent daily control and updating of the Register by the RFO. Financial Regulations to be updated accordingly in time for their next review in 2024.

Action: Clerk/RFO

7. **Investments**

The Redwood Account showed a return of £960 interest. It was resolved that a 5-year saving plan option was not feasible. Research ongoing. Action RFO

8. **Bank Authorised Signatures**

Progress regarding Barclays authorised signatory procedure for T Thompson and J Chavda to continue to be pursued. Action: RFO

It was resolved to discuss at the Full Parish Council Meeting on 3rd October, the requirement for an additional councillor to join the Finance Committee. This would result in the benefit of an extra signatory, in the absence of the Chair/Vice Chair. Action: Clerk/RFO

The meeting closed at 10.50am

Signed as agreed Date
Chair (J Chavda)

Agreed Monthly Finance Meeting Dates 2023, commencing 9.30am

Tuesday, 25th July 2023
Tuesday, 29th August 2023
Tuesday, 26th September 2023
Tuesday, 31st October 2023
Monday, 27th November 2023
Tuesday, 19th December 2023
Tuesday, 30th January 2024