

**Minutes of Chesterton Parish Council  
Finance Committee Meeting  
At Chesterton Community Centre  
9.30am, Tuesday 25<sup>th</sup> July 2023**

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

Apologies for Absence: Tony Thompson

**1. Agreement of June's Account Balance to Bank Accounts**

The Committee witnessed the document signed off at the 4<sup>th</sup> July Parish Council Meeting. It was resolved that this item should appear on all future Parish Council agendas. **Action: Clerk**

**2. Transfer from Deposit Account to Current Account**

It was resolved to transfer the appropriate funds from the Deposit Account to the Current Account, to cover expenditure for the two play areas. It was also resolved to transfer the Council's contribution to the Pavilion Account from the Current Account to the Deposit Account. **Action: RFO**

**3. Redwood Deposit Account**

It was resolved to transfer interest payments from the Current Account to the Deposit Account. **Action: RFO**

**4. AGAR**

All paperwork submitted. Awaiting any questions from External Auditor. RFO to inform Morse re change of Clerk. **Action: RFO**

**5. Governance**

Financial Action Plan discussed. RFO and Clerk to complete by next Internal Audit. **Action RFO + Clerk.** Andrew Thomas to speak to the CIO Chair re acting as parish council link to the CIO. **Action: Andrew Thomas**

**6. Pavilion – Insurance Premium and Agreement**

It was resolved that there should be an annual contribution of £50 for this year and an agreed percentage of the insurance premium in future years, to be reviewed annually by the Finance Committee. **Action: RFO** Revised agreement to be signed off. **Action: RFO**

**7. CIO – Annual Rental and Insurance Premium**

Andrew Thomas (as CIO link) to inform CIO of agreed 2023-24 rental amount of £2K, with agreement review (due Jan 2023) to be carried out in preparation for 2024-25. Andrew to ask CIO Chair for latest available copy of Playgroup accounts. **Action: Andrew Thomas/Clerk**

Going forward it was resolved that both CIO and Pavilion rental agreements to be reviewed annually. Clerk forwarded existing CIO agreement to RFO during the meeting. **Action: RFO**

8. **Village Hall Funding**

Second fencing quote to be obtained. Additional cost outside of £1600 grant to be funded by Parish Council.

9. **Traffic Calming**

Johnathan Chavda to pull together documentation pertaining to S106 funding allocated for traffic calming measures throughout the village from various sources.

10. **Software**

Following discussion, it was agreed to keep trialling until the end of the financial year.

11. **Change of Bank**

It was resolved to remain with current bank for remainder of 2023-24 financial year.

12. **RFO Hours Revision**

The Committee reviewed a flow chart of the RFO responsibilities. Following discussion, it was unanimously resolved to increase the REFO's hours to 30 hours per month.

The meeting closed at 10.40am

Signed as agreed .....  
Chair

Date .....