

**Minutes of Chesterton Parish Council
Finance Committee Meeting
At Chesterton Community Centre
9.40am, Tuesday 31st October 2023**

Present: Johnathan Chavda (Chair), Andrew Thomas, Tony Thompson, Mike White (RFO), Brian Inglis (Clerk), Jackie Williams (Acting Clerk – in attendance)

1. **To Receive Councillor Apologies for Absence**

None required.

2. **To Approve and Sign the Minutes of the Finance Committee Meeting on 26th September 2023**

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

3. **Update on progress from previous minutes**

- CIO Rental – invoice remains unpaid and will need to be followed up. **Action: RFO**
- Financial Regulations review – Signed off, with no issues.

4. **Review External Auditor Report**

- The report was discussed, and it was agreed that while all points made by the auditor are valid and require attention, they are minor and of no great concern. **Action: RFO**

5. **To approve Direct Debit Mandate**

- The mandate to authorise Direct Debits for 2023/24 was approved and signed by J Chavda (Chair) and A Thomas. **Action: RFO**

6. **To approve the yearly authorisation of regular invoices**

- It was resolved to approve the yearly authorisation of regular invoices received by the parish council, as permitted under the parish finance regulations. **Action: RFO**

7. **To Review and Approve October 2023 invoices**

- It was resolved that the October invoices were correct and were duly signed by Andrew Thomas and Tony Thompson

8. **Budget Review**

- The report given by RFO M White was discussed and was satisfactory.
- It was confirmed that the 2024/25 precept would be discussed at the November meeting.

9. **Speed Signs and approval for expenditure**

- It was resolved to accept the quote given by Cliff Burton, dated 14th October 2023 to carry out repair work to the guttering at the Community Centre as specified. **Action: RFO**
- It was resolved to seek a firm quote for the supply of 4 yellow “Speed Watch” information signs to be displayed at specified entry points to the village, also for one smaller, lamp post mounted sign. Johnathan Chavda undertook to take final measurements and pass the requirements to the RFO who will contact the supplier. **Action: JC/RFO**

10. **Pavilion Agreement**
- It was resolved that this agreement should continue to be reviewed annually. J Chavda to provide RFO with final approval of contract and arrange for this to be signed for 2023/24. **Action: JC/RFO**
11. **Governance**
- It was resolved that an Internal Controls Policy be adopted by the Parish Council, following an explanation by the RFO. As Chair of the Parish Council, A Thomas would approach a councillor with a view to their appointment to carry out checks as outlined in the draft policy presented by the RFO at the meeting. **Action: AT**
12. **Investments**
- It was resolved to open an additional investment account with a provider to be decided. Taking into account access requirements and other factors, the most favourable interest rate will be in the region of 2.9% **Action: RFO**
 - There is an ongoing application which has been lodged with NatWest.
13. **Bank Authorised Signatures**
- This matter is ongoing, with Barclays Bank.

The meeting closed at 10.40am

Date of next finance meeting was set as Monday 27th November 2023, at 9:30am

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