

**Minutes of Chesterton Parish Council
Finance Committee Meeting
At Chesterton Community Centre
9.30am, Monday 27th November 2023**

DRAFT

Present: Johnathan Chavda (Chair), Andrew Thomas, Tony Thompson, Mike White (RFO) and Brian Inglis (Clerk)

1. **To Receive Councillor Apologies for Absence**
None required.
2. **To Approve and Sign the Minutes of the Finance Committee Meeting on 31st October 2023**
It was resolved that the minutes were a true record of the meeting and were duly signed by Johnathan Chavda (Chair).
3. **To Review and Approve November 2023 invoices**
The invoices having been previously approved were circulated for scrutiny.
4. **Update on progress from previous minutes**
 - Work to repair the guttering at the Community Centre will commence on Monday 4th December.
 - Work is ongoing to take measurements for the Speed Watch signs **(Action: JC)**
 - The pavilion agreement has been approved, AT to sign on behalf of the Parish Council and arrange for copies of the agreement to be exchanged **(Action: AT)**
5. **CIO Rental – to confirm the recent invoice and review of agreement date**
After discussion on the proposed annual rental charge for the Village Hall, it was agreed that this would increase to £2,500 for the year 2024/25. The Clerk to write to the CIO to inform of this proposed charge. **(Action: Clerk)**
6. **Budget Review – view existing expenditure and set proposed budget/precept for 2024/25.**
 - RFO Mike White gave a comprehensive and detailed report on expenditure to date, with comparisons against the budget for 2023/24 following which he answered questions to the satisfaction of the committee.
 - RFO Mike White set out his draft proposals for the budget for 2024/25, and after some detailed consideration, it was agreed that once notification of the 2024/25 Tax Base has been received, RFO Mike White will propose a budget figure to full council which would mean an increased precept at an extra cost to residents of around £12 per annum

7. **Governance**
AT reported that Councillor Paul Andrews has agreed to scrutinise the recently adopted Internal Controls Policy, initially on a quarterly basis. Cllr Andrews was thanked for his input.
8. **Investments**
RFO Mike White gave a short report on Parish Council investments, answering questions to the committee satisfaction.
9. **Banking Arrangements**
RFO Mike White gave an update on banking arrangements, to the satisfaction of the committee.

The meeting closed at 10:27am

Date of next finance meeting was set as Tuesday 19th December 2023, at 9:30am

Signed as agreed Date
Chair (J Chavda)

Agreed Monthly Finance Meeting Dates 2023/24, commencing 9.30am

Tuesday, 19th December 2023
Tuesday, 30th January 2024