

**Minutes of Chesterton Parish Council
Finance Committee Meeting
At Chesterton Community Centre
9.30am, Monday 30th January 2024**

DRAFT

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

1. To Receive Councillor Apologies for Absence

None

2. To Approve and Sign the Minutes of the Finance Committee Meeting on 19th Dec 2023

It was resolved that the minutes were a true record of the meeting and were duly signed by Andrew Thomas (as Chair of December meeting).

3. Update on progress from previous minutes

None

4. Internal Auditor Appointment

It was resolved that Elaine Anstee would be retained for another year. Letter of engagement to be signed and submitted. (Action – RFO / JC)

5. To Review and Approve December 2023 invoices

The invoices having been previously approved were circulated for scrutiny.

6. To agree reconciliation to Bank Accounts

Having been circulated and scrutinised, this was agreed.

7. Discuss impact of 2024/25 Precept on Budget

PC Chair Andrew Thomas has written an excellent message in ABC magazine, explaining the precept figure for 2024/25. It was resolved to post this message to the parish Facebook page. (Action – Clerk)

8. To approve Direct Debit Mandates for 2024/25

As previously circulated, and discussed at the meeting, it was resolved that the list of suppliers currently being paid by Direct Debit is approved.

9. To approve yearly authorisation of regular invoices for 2024/25

As previously circulated, and discussed at the meeting, it was resolved that the list of regular monthly invoices is approved.

10. Pavilion Agreement to be reviewed

After discussion, it was agreed that JC would provide wording for The Clerk to open dialogue with the sports clubs with a view to drawing this up for 2024/25 (Action – JC)

11. **CIO Agreement to be reviewed**
A rent review meeting will be held with trustees on Monday 5th February at 10:30am.
The lease agreement for 2024/25 will be reviewed at this meeting.
12. **Finance Regulations.**
This document has been reviewed, with no alterations/amendments necessary.
The Finance Regulations will be reviewed in January 2025.
13. **Governance**
The Internal Controls Policy is in place.
14. **Investments**
The current arrangements were scrutinised and agreed.
15. **Banking Arrangements**
RFO Mike White gave an update on banking arrangements, to the satisfaction of the committee.
16. **Additional item – not on agenda but considered due to short notice**
After discussion, it was resolved that by the powers conferred by s.137 of the LGA 1972 to support a grant application for funding of £155 to allow for a Health and Wellbeing session to be delivered to pupils at Chesterton Primary School on 8th February 2024. (Action – Clerk)

The meeting closed at 10.23am

Date of next finance meeting was set as Tuesday 27th February 2024, at 9:30am

Signed as agreed Date
Chair (J Chavda)

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

Tuesday 27th February 2024
Tuesday 26th March 2024
Tuesday TBC April 2024