

**Minutes of Chesterton Parish Council
Finance Committee Meeting
At Chesterton Community Centre
9.30am, Monday 27th February 2024**

DRAFT

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

In the absence of Cllr Chavda, Cllr Andrew Thomas took the chair

1. **To Receive Councillor Apologies for Absence**
Apologies were accepted from Cllr J Chavda
2. **To Approve and Sign the Minutes of the Finance Committee Meeting on 30th January 2024**
It was resolved that the minutes were a true record of the meeting and were duly signed by Cllr A Thomas
3. **To agree reconciliation from Bank Statement to Book Accounts**
Having been circulated and scrutinised, this was agreed.
4. **To Review and Approve February 2024 invoices**
The invoices having been previously approved were circulated for scrutiny.
5. **Update on progress from previous minutes**
None
6. **CIO Rental – Meeting with Trustees**
No Update (Action – The Clerk to request an update from Cllr Chavda)
7. **Pavilion Agreement – Meeting with Sports Clubs**
No Update (Action – The Clerk to request an update from Cllr Chavda)
8. **Governance – Internal Controls Policy update**
RFO Mike White has met with Cllr Pau; Andrews, with Cllr Andrews making observations and being satisfied with processes. Quarterly checks to be carried out by Cllr Andrews.
9. **Banking Arrangements**
RFO Mike White produced a document for signing by Cllr Tony Thompson for receipt of a card reader and PIN in relation to his role as authorised signatory on the Barclays bank account. (Action – RFO to send form to Barclays)
10. **Investments**
RFO reported on the current situation and progress with Nationwide.

11. **Funding – Health and Wellbeing for Chesterton Primary School**

There had been no update from Chesterton Primary School on the proposed Health and Wellbeing session to be delivered to pupils on 8th February 2024 for which the parish council had agreed to provide a grant. (Action – Clerk to contact Head Teacher and provide an update)

The meeting closed at 10.19am

Date of next finance meeting was set as Tuesday 26th March 2024, at 9:30am

Signed as agreed Date
A. Thomas (Meeting Chair)

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

Tuesday 26th March 2024

Tuesday TBC April 2024