

Chesterton Parish Council

Minutes of Finance Committee Meeting At Chesterton Community Centre 1.30pm, Thursday 9th January 2025

DRAFT

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

1. **To Receive Councillor Apologies for Absence**
None received
2. **To Approve and Sign the Minutes of the Finance Committee Meeting on 10th December 2024**
It was resolved that the minutes were a true record of the meeting and were duly signed by Cllr Johnathan Chavda.
3. **To agree and sign Bank Balance to Receipts and Summary schedule for December 2024**
Having been circulated and scrutinised, this was agreed and signed.
4. **To Review and Approve December 2024 invoices**
The invoices having been previously circulated for scrutiny, were approved.
It was assumed that the cost of cutting grass in the church graveyard will decrease in 2025, due to there being less area to be tended to. The Clerk will check with the contractor (Action – Clerk)
5. **Update on progress from previous minutes**
None
6. **Geminus Road Adult and Junior Play Area**
Cllr Chavda gave a concise presentation on previously circulated quotes from 4 companies who would be able to take over the contract for inspection and necessary repairs of the play equipment. After discussion, it was agreed to invite PlaySafe Ltd to carry out this work. (Action – Cllr Chavda)
7. **CIO Discussion**
Cllr Thomas noted that a document setting out Roles and Responsibilities around the management of the Community Centre is still to be finalised, and there were further concerns over the accuracy of the Parish Council Asset Register and the associated costs of insurance provision.
The issue has been included on the agenda for the next meeting of the full Parish Council, ahead of which Cllr Chavda will produce and circulate a briefing paper to councillors (Action – Cllr Chavda)

8. **Budget and Precept**

RFO Mike White gave a report on the DRAFT FY2025/26 Parish Council budget, with calculations on projected Precept Calculation discussed at some length. RFO will circulate the DRAFT budget workings and precept proposals in his monthly report to councillors in advance of the next meeting of full council, when the DRAFT Budget and Precept Claim will be finalised. (Action – RFO).

9. **Internal Audit**

RFO Mike White gave an update, reporting that our new internal auditor wishes to carry out a mid-term audit, and work on this has commenced, RFO Mike White supplying documents as requested.

The meeting closed at 2.21pm

Date of next finance meeting was set as Tuesday 28th January 2025, at 9:30am

Signed as agreed Date
Cllr J Chavda (Chair)

**Agreed Monthly Finance Meeting Dates 2024/25, commencing 9.30am
(Tuesdays in the Colin Board Room at Chesterton Community Centre)**

28th January

25h February

25th March