

Chesterton Parish Council

Minutes of Finance Committee Meeting At Chesterton Community Centre 9.30pm, Tuesday 1st April 2025

DRAFT

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

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

None received

2. **Cllr Gary Warland was welcomed to the Finance Committee.**

3. **To Approve and Sign the Minutes of the Finance Committee Meeting on 9th January 2025**

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

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

Cllr Chavda reported that PlaySafe Ltd had carried out initial and subsequent inspection visits to the play areas, and had submitted a detailed report on the equipment, including some minor pieces of remedial work to be carried out. There are no items needing “Urgent” attention.

It was RESOLVED to instruct PlaySafe Ltd to carry out any issues marked as “Medium” and “Low” on the initial inspection report, payment to be made from Ear Marked Reserves.

5. **To review and agree Invoice Payment Procedure**

The current system was clarified by the RFO, following which it was agreed to propose to full council that a change to the current Financial Regulations be made, allowing the RFO to process payment of any invoice which had been generated as a result of a previous council resolution. Item 6.3 of the council’s current Financial Regulations allows for this procedure to be adopted

Action – Agenda item to be added to the May meeting of full council (Clerk / RFO)

The current system of 2-step authorisation of actual payments from the council’s bank account would remain unchanged. All other elements of Section 6 of the Financial Regulations will remain unchanged.

6. **To review and Approve invoices paid in March 2025**

The RFO commented on the list of payments, which had been previously circulated and after scrutiny, this list was accepted by the Committee.

7. **To review Budget and adjust accordingly**

The RFO gave an explanation of some minor coding changes which had been made to the 2025/26 budget, emphasising that the totals as previously published were unchanged. After scrutiny by Councillors, this explanation was accepted.

8. **To review and agree Investment Strategy**

The RFO commented on the current strategy, as previously approved by full council, and following a short discussion it was agreed that this strategy would continue.

9. **To review the Bank Savings held**

The RFO circulated a report showing funds held in the council's various current and deposit accounts. At this point, The RFO gave a report on the council's General and Ear Marked Reserves, all to the satisfaction of the Committee.

10. **To agree Barclays Banking Mandates**

The RFO reported on the progress, including adding Cllr Warland to the list of signatories.

11. **To consider CIO insurance contribution**

The RFO gave a report on projected Insurance costs for the new council year, noting that the CIO had asked for sight of this figure with a view to making a voluntary contribution to the Parish Council along with the annual rental payment for 2025/26.

Action – RFO to pass the insurance cost figure to Chair of the CIO (RFO)

12. **To review the Pavillion Agreement and adherence of clauses contained**

The RFO gave an overview of current arrangements, including ongoing payments by the PC and the Football and Cricket Clubs into a Pavilion Account. After discussion, noting that the PC fully owns and has overall responsibility for the pavilion building, it was agreed that the PC payments into this account would cease, and be diverted into the PC reserves instead.

13. **To review new Laptops for Clerk and RFO**

Cllr Chavda is in the process of preparing the new laptops, and arrangements were made for the Clerk and RFO to take possession.

The meeting closed at 10:15am

Date of next finance meeting was set as Tuesday 29th April 2025, with a time to be agreed.

Signed as agreed

Cllr J Chavda (Chair)

Date