



Downley Parish Council

Minutes of the Meeting of the Downley Parish Council Finance Committee held on Wednesday 16th August 2023 at 09:30 am

Present: Councillors W Steneskog, P Brooks, K Chandarana and M Lazenby

In Attendance:
Officers: Giles Tandy (Clerk)

F23.13 Election of Chairman

Cllr Steneskog was proposed by Cllr Chandarana, seconded by Cllr Lazenby and elected as Chairman for the remainder of the government year.

F23.14 Apologies for Absence

Apologies were received from Cllr W Monroe-West

F23.15 Declarations of Interest

There were none.

F23.16 Minutes

It was **RESOLVED** that the Minutes of the meeting held on 18th January 2023 be received, approved, adopted and signed by the Chairman as a true and correct record.

F23.17 Public Participation Session

There were no members of the public present.

F23.18 To accept and note the bank reconciliation as at 28/07/23

Noted

F23.18 To accept and note the report of the internal auditor 02/08/23

Noted

F23.19 To consider the annual review of our Financial regulations and to consider revising points 5.2 and 14

It was recognised that there are several disparities between our Financial regulations and our standing orders where amendments have been made to one and not reflected in the other. It was agreed that the Clerk should review the Financial regulations and standing orders in the whole and report back to council.

NALC's recommends that 5.2 is not amended and while the internal auditor wishes there to be a schedule of payments independent of the agenda or minutes that is initialled by the Chairman it was agreed that the schedule should now be an appendix to the agenda, initialled by the Chairman and retained as a separate document.

F23.20 To consider expenditure against budget following the production of figures for July

It was noted that the current account had received substantial income in July notably monies from HMRC following the annual VAT126 claim. It was agreed that at the next meeting of full Council in September, the Finance Committee should recommend that the figure of £25,000 be transferred to our instant access savings account.

It was noted that energy costs for public lighting were now considerably higher than anticipated when the budget was set and that this line was being exceeded. It was agreed that the budget should be amended to reflect this reality and full Council asked to pass a resolution to agree to this.

F23.21 To review Downley Parish Councils commitment to external expenditure

The Committee considered the payments that it makes on behalf of external organisations, these being the Community Library Downley Day pitch fee, the provision of event staff for the annual bonfire and torchlight procession & the marquee for the Downley Festival. Funds are due back on the cost of the marquee as this should be shared between Downley Parish Council, the Downley Day Committee and the Downley Festival Committee. The clerk was asked to chase this refund asking for it to be completed prior to our September meeting to help us better understand the costs.

It was agreed that these expenses should be considered by full council in order to agree whether Downley Parish Council should continue to cover them and if so, whether limits be put in place on the spending.

F23.22 Reviewing the work of the Gardening contractor

KAD have been asked to provide details of their charging structure, hourly rates and schedule of works. While we await this information the item is held over.

F23.23 Date and place of next meeting

It was RESOLVED that the next meeting of the Finance will be held at the Downley Community Centre at 09:30 a.m. on Wednesday 18th October 2023

F23.24 **Closure of the meeting**

There being no other business the Chairman closed the meeting at 10:09 a.m.

Chairman.....

Date.....