

Minutes of the Finance Committee Meeting held at the Jubilee Room, Braywood Memorial Hall on Wednesday 24th July 2024 at 4:11pm

Present: Cllr Cross, Cllr J Glover (Chairman), Cllr C Graham, Cllr Pellew and Ms. E Cope (Clerk)

FC 001/2024 Chairman's request

The Chairman requested all mobile devices are switched to silent for the duration of the meeting

FC 002/2024 Apologies for absence and declarations of interest

Apologies were received from Cllr K Elvin

FC 003/2024 Election of the Finance Committee Chairman for the forthcoming year

The Clerk asked for nominations for Chairman. Cllr Cross nominated Cllr Glover as Chairman, there were no further nominations. Cllr Glover agreed to be nominated, the nomination was seconded by Cllr Graham

Vote: Unanimous

FC 004/2024 To approve an internal checker for FY 2024/25

The committee approved for Cllr Glover to continue as internal checker for the period FY 2024/25

Proposed: Cllr Graham

Seconded: Cllr Pellew

Vote: Unanimous

FC 005/2024 To approve the minutes of the meeting held on 24th April 2024

The minutes of the meeting held on 24th April 2024 were approved as a true and accurate record

FC 006/2024 Chairman to approve and sign the bank statements to 30th June 2024

Circulated prior to the meeting.

Approved and signed

FC 007/2024 Chairman to approve and sign the Clerks' timesheets to 30th June 2024

Circulated prior to the meeting.

Approved and signed

FC 008/2024 Chairman to approve and sign the Clerks' expenses to 30th June 2024

Circulated prior to the meeting.

Approved and signed

FC 009/2024 Committee to consider payment of additional hours completed by the Clerk during the period December 2023 to 30th June 2024

The Committee approved payment of the additional hours, to be paid with July salary.

Proposed: Cllr Graham

Seconded: Cllr Glover

Vote: Unanimous

FC 010/2024 To receive an update of the external audit FY 2023/24

The Clerk advised the Committee submission of the AGAR to PKF Littlejohn completed via email 3rd June 2024, with further information requested on the 9th July submitted on the 15th July 2024

The period of public rights to inspect the accounts closed Friday 12th July 2024, with no enquiries from residents for information

A report is due from the external auditor mid-September and will be presented to Main Council at the first available meeting

[FC 011/2024 To approve Councillor and Clerk training](#)

Berkshire Association of Local Council training dates were circulated prior to the meeting

The Committee approved to training for both members and the Clerk. Action: Clerk to circulate and arrange bookings

[FC 012/2024 Councillors to receive finance reports to 30th June 2024](#)

Circulated prior to the meeting

[FC 013/2024 To review the Q1 end budget FY 2024/25](#)

Circulated prior to the meeting

[013.001 To consider the Clerks' request to transfer monies to Lloyds Precept Account](#)

The Committee approved to transfer £70,000. from the Unity Trust Instant Access Account to Lloyds Precept Account, to enable the Council to fulfil its financial commitments until receipt of the Precept balance, due October 2024

Proposed: Cllr Graham

Seconded: Cllr Pellew

Vote: Unanimous

[013.002 To review IT requirements](#)

The Clerk advised the IT systems are in good working order

[FC 014/2024 To receive approval for any spending requests below £2,500.](#)

[014.001 To approve the Clerks request to purchase a recording system for meetings](#)

Information circulated prior to the meeting to demonstrate Owl Labs® Meeting Owl 3, an intelligent 360° camera, microphone and speaker system which facilitates an immersive hybrid meeting

The proposal to record all public meetings, with the recording being uploaded to the parish website for a period of 3-6 months

Proposed: Cllr Graham

Seconded: Cllr Glover

Vote: Unanimous

[FC 015/2024 To review the allotment fees for the period 1st October 2025 to 30th September 2026](#)

Proposal circulated prior to the meeting.

The Committee approved an increase of £1.00 per 25 sqm for the period 1st October 2025 to 30th September 2026

Proposed: Cllr Graham

Seconded: Cllr Cross

Vote: Unanimous

[FC 016/2024 To receive the NALC updated Financial Regulations](#)

Circulated prior to the meeting. Cllr Graham offered to review and return with recommendations via email to the Finance Committee prior to presenting to Main Council for approval at the next meeting, Monday 12th August 2024.

Proposed: Cllr Glover

Seconded: Cllr Cross

Vote: Unanimous

[016.001 To approve for recommendation to Main Council the NALC updated Financial Regulations](#)

[FC 017/2024 Date for the next Meeting](#)

Wednesday 16th October 2024 at 4:00pm.