

Minutes of the Finance and IT Committee Meeting held at the Jubilee Room, Braywood Memorial Hall on Wednesday 30th April 2025 at 4:00pm

Present: Cllr S Cross, Cllr K Elvin, Cllr J Glover (Chairman), one member of the public and Ms. E Cope (Clerk)

FC 034/2024 Chairman's request

The Chairman requested all mobile devices are switched to silent for the duration of the meeting, reminding those in attendance of the fire safety regulations for the venue of the meeting.

The Chairman welcomed Mr Eginton as a member of the public to the meeting.

FC 035/2024 Recording/Filming of the Meeting 🖐️

The Chairman advised those present that the council permits the filming and recording and photography of its public meetings (Standing Order 3) k.). By attending the meeting, you are consenting to being filmed and recorded unless you notify the Clerk in advance that you do not wish to be.

The clerk advised that the meeting was not being recorded, with the exception of the minutes.

Approved no comments.

FC 036/2024 Apologies for absence and declarations of interest 🖐️

Apologies were received from Cllr Pellew and Cllr Wilson.

There were no declarations of interest.

FC 037/2024 Admission of the Public 🖐️

In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members resolved to exclude members of the public from the confidential session. Item 050/2024.

Approved by all.

FC 038/2024 To approve the minutes of the meeting held on 9th January 2025 🖐️

The minutes of the meeting held on 9th January 2025 were approved

FC 039/2024 Public Forum

The Chairman moved to allow maximum of 15 Minutes (3 mins per speaker) for the public to address the Council (extended on approval of the Chairman).

No questions received.

FC 040/2024 To review Finance and IT policies for recommendation to Main Council 🖐️

Circulated prior to the meeting.

- Expenses Policy

The Clerk advised that the policy was new to the council and extracted from the standard NALC model without amendments.

Approved to propose to Main Council

Proposed: Cllr Elvin

Seconded: Cllr Cross

Vote: All

- Grants Policy

The Clerk advised the current policy had been reviewed and updated.

Approved to propose to Main Council with amendments.

Proposed: Cllr Glover

Seconded: Cllr Elvin

Vote: All

- Social Media Policy

The Clerk advised the current policy had been reviewed and updated, advising that the Communications and Engagement Policy which runs parallel to the social media Policy, requires the letterhead to be updated, but no further recommendations for changes.

Approved to propose both to Main Council with amendments.

Proposed: Cllr Elvin

Seconded: Cllr Glover

Vote: All

FC 041/2024 Chairman to approve and sign the bank reconciliations to 31st March 2025 🖐️

Circulated prior to the meeting.

Approved.

Proposed: Cllr Glover

Seconded: Cllr Elvin

Vote: All

FC 042/2024 To receive finance reports to 31st March 2025 🖐️

Circulated prior to the meeting.

Approved.

Proposed: Cllr Elvin

Seconded: Cllr Glover

Vote: All

FC 043/2024 To consider the allocation of reserves to year end 31st March 2025 🖐️

Circulated prior to the meeting.

Approved to allocate reserves as recommended by the Clerk.

Proposed: Cllr Glover

Seconded: Cllr Cross

Vote: All

FC 044/2024 To review the budget FY 2024/25

Circulated prior to the meeting.

Approved.

Proposed: Cllr

Seconded: Cllr

Vote: All

FC 045/2024 To receive a report from the Clerk

Scribe Software, The Clerk reported to be very pleased with the software, a few initial glitches with the payment integration system have been addressed and now work smoothly. It is hoped to utilise in full the reporting functionality of all areas over the next 12 months.

Stripe Fees, Notification received from Stripe that fees will increase starting 17 June 2025.

From 1.2% + £0.20 for all card transactions to 1.5% + £0.20 for standard domestic cards and 1.9% + £0.20 for premium card transactions.

Scribe Year End Health Check, Completed at the request of the Clerk by Esther Danso, Scribe during February 2025. Errors were found to be minimal and corrected as advised.

Internal Auditor, Stuart Pollard, Auditing Solutions is booked to complete the final stage of the internal audit on the 8th May.

Interest Rates

Interest rates have remained high during the period April 2024 to March 2025. However, all banks are now reducing their rates and Lloyds bank have changed their accounts for parish councils to include a monthly charge of £4.25.

The council received interest during FY 2024/25 of £11,555.74 an increase on the previous year of

£1,032.43.

It was approved to ask Main Council to approved suitable community-based expenditure of the interest received during FY2024/25.

Website statistics, as prepared by Deputy Clerk, Jon Davey for the past 6 months

- The website has received 2,835 visitors to 6,943 pages during the last 6 months.
- Mostly to the Home page - 2,016 views with many visiting the Meetings & Committees page - 1,134 views.
- In general, 33% of our visitors are via Smartphone.
- The YouTube site now has 6 videos and 127 views since being launched 3 months ago.
- The Holyport Public Inquiry page has had 395 views.
- The Cemetery page has received 190 views. The office is currently creating interactive forms, which can be submitted directly to the Clerk via email. Information which has been shared with the local undertakers and Stone Masons.
- The Tennis Court page - 146 views is increasingly being found on search engines and a greater percentage of views via mobile devices (50%). This page facilitates real time bookings of the tennis court.
- While over 1,000 visitors have been referred by Google, only 50 have come via Facebook.

FC 046/2024 Update on the internal audit and AGAR timetable for FY 2024/25

Circulated prior to the meeting.

FC 047/2024 To review the banking Mandates 🖐️

Approved to propose to Main Council removal of Ex Cllr Graham from CCLA, Nationwide and Unity Trust mandates and the addition of Cllr Wilson to replace.

Proposed: Cllr Glover

Seconded: Cllr Elvin

Vote: All

FC 048/2024 To consider Parish Basic Allowance payments FY 2025/26 🖐️

RBWM charged an independent remuneration panel to evaluate Councillor allowances during December 2024. The Clerk has requested confirmation from Democratic services that Basic Parish Allowances were also considered at this meeting and at what level they were approved.

Awaiting a response.

FC 049/2024 To review ICT requirements 🖐️£

It was approved to purchase a new laptop using allocated reserves, to the value of £2,000. + vat. To include IT support for set up and for the existing laptop to remain as a spare.

Proposed: Cllr Glover

Seconded: Cllr Cross

Vote: All

Date for the next Meeting TBC

The Clerk advised that meeting dates for the new council year would be submitted for approval to Main Council at the Annual Meeting, Monday 19th May 2025.

Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the public

The Chairman moved that under Section 1(2) of the Public Bodies (Admission to Meetings) Act, the public shall be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

Mr Eginton left the meeting.