



## Finance Committee Meeting Minutes for Monday, April 15, 2024.

**Present:** Alison Sercombe, Richard Barrett, Richard Street, Toby Newman

**Officer:** Clerk

**Members of the Public:** 0

**The meeting opening at 19:30 and closed at 20:30**

23-34	Item	Action
#62/2023-24	<b>APOLOGIES FOR ABSENCE</b> – Cllrs Gregory and Ramsdale’s apologies were accepted and approved by members	
#63/2023-24	<b>DECLARATIONS OF INTEREST</b> - none	
#64/2023-24	<b>TO RECEIVE MINUTES</b> From Finance Committee meeting on 19th February 2024 were approved and duly signed by the Chairman as a true record of the meeting	
#65/2023-24	<b>TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS</b> From Finance Committee meeting on 19th February 2024 - none	
#66/2023-24	<b>TO RECEIVE AN UPDATE FROM THE CLERK</b> And includes: <ul style="list-style-type: none"> <li>i. No further communication from Barclays regarding change of accounts</li> <li>ii. Precept paid into Unity Trust account.</li> <li>iii. Update on AGAR/internal audits was given.</li> <li>iv. <a href="#">Free portrait of King Charles</a> had arrived</li> <li>v. Barclays bank mandate, agreed to update bank mandate and reapply for Cllr Barrett to be added.</li> <li>vi. Internal Checker. Second round of checks are outstanding <b>Clerk to liaise with Cllr Gregory on a suitable date/time for this to be completed</b></li> </ul>	<b>Clerk/PG</b>
#67/2023-24	<b>TO CONSIDER GRANT APPLICATION REQUESTS RECEIVED</b> <ul style="list-style-type: none"> <li>i. Wheatley Good Neighbour Scheme (£350) – approved unanimously. <b>Clerk to arrange payment and notification</b></li> </ul>	<b>Clerk</b>
#68/2023-24	<b>TO REVIEW CORE DOCUMENTS &amp; POLICIES</b> <ul style="list-style-type: none"> <li>i. Grants Policy 2024-25 – Cllr Newman would like to see additional changes made to the clerk’s revised version. <b>Cllr Newman to share his thoughts with the Clerk before the next council meeting agenda is circulated.</b></li> </ul>	<b>TN</b>
#69/2023-24	<b>TO CONSIDER OR RECEIVE UPDATES ON GRANT APPLICATIONS TO EXTERNAL BODIES</b> <ul style="list-style-type: none"> <li>i. Update on support for Community Ownership Fund, next steps, and resources. Grants Officer role has been approved and will be advertised shortly. <b>2 x EOI to be completed again.</b></li> <li>ii. Smoking Free OCC grant - anticipating receipt of £600</li> <li>iii. Other grant or financial support opportunities</li> </ul>	<b>Clerk/AS</b>

**#70/2023-24 FINANCIAL MANAGEMENT (As of 29.02.2024) - noted**

**#70.1/2023-24 Balances**

○ Barclays Current	£ 18,691.09
○ Barclays Premium	£119,669.96
○ Unity Trust Current	£ 13,910.26
○ Unity Trust Savings	£ 61,784.29
<b>TOTAL</b>	<b>£214,055.60</b>

**#70.2/2023-24 Bank Reconciliation** Up to 29th February 2024 was signed by the Chairman, along with the bank statements.

**#70.3/2023-24 Income & expenditure report** - noted

**#70.4/2023-24 Budget update** – noted. Expenditure for April was expected to be line with previous months.

**#70.5/2023-24 Reserves update** – the council’s earmarked reserves were reviewed and alongside the Clerk’s recommendations

**#70.6/2023-24 Debtors report** - noted

**#71/2023-24 TO REVIEW COUNCILS SAVINGS & INVESTMENTS.** Members discussed WPC current balances and interest rates. After discussion it was approved to reduce amounts in Barclays accounts to £85k and remaining balances moved to CCLA deposit fund.

**#72/2023-24 SCHEDULE OF PAYMENTS AUTHORISED & BARCLAY CARD STATEMENT** - noted

**#73/2023-24 TO CONSIDER EXPENDITURE**

- i. Additional IT equipment, approved purchase of Ipad for note taking. **Clerk to purchase from CloudyIT.** following discussions at Cllr development day the committee agreed for the Clerk to investigate the costs for devices for members, who may require them and to draft a policy. Allocation would be on a case-by-case basis. This expenditure would be funded through earmarked reserves.
- ii. Grants Officer role - approved by Council 08.04.2024.
- iii. Initial project expenditure, underspend in 2023-24 should support initial project expenditure for Littleworth fields, if and when the council progressed this project.

**Clerk**

**#74/2023-24 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION** - none

**#75/2023-24 ITEMS FOR INFORMATION** - none

**#76/2023-24 DATE OF NEXT MEETING** Proposed moving to 24<sup>th</sup> June (TBC)