



**Minutes of the meeting of the Finance and Governance Committee held in the Committee Room
Community Centre, Eskdale Road on Tuesday 5th September 2023**

PRESENT: Councillors S Kirve (Chairman), J Robinson, G Shrivastava, and D Smith.
Clerk: Tony Skeggs Residents: None.

F23/10	APOLOGIES – Apologies were received and accepted from Cllr Wood.	
F23/11	DECLARATION OF INTEREST – There were no new declarations of interest.	
F23/12	MINUTES OF PREVIOUS MEETING The minutes of the Finance and Governance Committee meeting held on 13 th June 2023 were AGREED as a true and accurate record and duly signed by the Chairman after it was agreed to add action 23/08 to the PC action list.	
F23/13	APPOINTMENT OF NON-COUNCILLORS TO COMMITTEES’ POLICY The clerk outlined the need for the new policy. After consideration it was proposed by Cllr Kirve and seconded by Cllr Smith to recommend to Full Council the adoption of the policy. This was unanimously AGREED . It was suggested that the basis of disqualification be included on the “Acceptance of Office” declaration.	Clerk
F23/14	REVIEW OF STANDING ORDERS The clerk outlined the amendments to the Standing Orders, which replaced references to District and County with Unitary and clarified the voting rights of non-councillors (4b) and the duration of an appointment (new 4d). It also updated the Public Contracts threshold from £20,000 to £25,000. After consideration it was proposed by Cllr Kirve and seconded by Cllr Smith that all the proposed amendments be adopted. This was unanimously AGREED . The clerk was asked to check whether the OJEU requirements were still applicable now that the UK was no longer part of the European Union.	Clerk
F23/15	FINANCIAL POSITION The financial position at the end of August was reviewed. The report showed income to date of £297,781 which included the s.106 funds for the play equipment, an insurance payout for a broken streetlight, donations from the Kings Coronation event and an increase in bank interest. The grant towards the burial ground was still expected to be received in full this year. Expenditure was showing £259,596, which included the cost of the play equipment (£167,627), the balance was routine spend. There was no significant expenditure expected at the moment. The Parish Improvement Plan budget, £10,000, and the Neighbourhood Plan budget, £40,000, were expected to be vastly under budget. The Parish Council had taken a cautious approach when setting the budget, but the expected outturn would mean a large increase in reserves. It was AGREED to circulate a high-level summary to Full Council.	Clerk
F23/16	2023/24 EXTERNAL AUDIT REPORT The clerk presented the external audit report from PKF Littlejohn. The limited assurance review had identified no matters of concern and there were no matters that the auditor needed to bring to the Parish Council’s attention. It was proposed by Cllr Kirve and seconded by Cllr Smith that the external audit report be NOTED .	
F23/17	TREASURY DEPOSITS The clerk presented a paper which outlined a couple of options to maximise the return on the Council’s reserves. One was with CCLA and the other with a company called	



	Flagstone. After reviewing both options it was unclear what the minimum investment was and whether there were fees associated with transactions. After consideration it was suggested that the Parish Council should deposit up to £170,000 in to two 12-month fixed term products. Cllr Robinson and Cllr Shrivastava volunteered to obtain detail from a number of High Street banks. It was proposed by Cllr Kirve, seconded by Cllr Robinson to recommend to Full Council that the Parish Council open two 12-month Fixed Term products with deposits to be no more than £170,000. This was unanimously AGREED .	Cllr Robinson
F23/18	DATE OF NEXT MEETING The next meeting would be on 10 th October 2023.	

The meeting closed at 8.35pm.

Signed: _____

Date: 10th October 2023

Action List

Date	Minute	Description	By Whom	Status
13/06/23	23/08a	Arrange valuation of community centre	Clerk	Outstanding
13/06/23	23/08b	Circulate asset listing per ward to Councillors	Clerk	In Progress
13/06/23	23/08b	Councillors to verify assets in their Wards	Councillors	Outstanding
05/09/23	23/13	Add disqualification criteria to Acceptance Form	Clerk	Completed
05/09/23	23/14	Check whether OJEU requirements still valid.	Clerk	Completed
05/09/23	23/17	Obtain fixed rate deposit information.	Cllr Robinson	Completed