

At a Meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** of COLEHILL PARISH COUNCIL held at COLEHILL VILLAGE HALL on **21st November 2023**, at **7:15pm**.

PRESENT

Cllr Leslie Gibson, Chair
Cllr Andy Todd, Vice-Chair
Cllrs Nigel Bridle, Ann Edwards, KD Johnson, Mark Keniston, Ken Murgatroyd and Emma Urquhart

APOLOGIES - No apologies

IN ATTENDANCE

Mrs Z Caddy– Clerk.

180.23 DECLARATIONS OF INTEREST

There were no declarations of interest.

181.23 PUBLIC DISCUSSION PERIOD

There were no members of the public present.

182.23 MINUTES

The Minutes of the Meeting held on 12th September 2023, having been circulated, were taken as read, confirmed and signed.

183.23 MATTERS ARISING

There were no matters arising.

184.23 ANNUAL REVIEW OF BALANCES FOR 2023/2024 AND EARMARKED RESERVES/DRAFT ESTIMATES AND BUDGET FOR 2024/2025

Members reviewed the balances of the 2023/24 budget and considered a draft budget for 2024/25 which would be approved at the Council meeting on the 5th December.

It was RESOLVED:

(a) that the balances of the 2023/24 budget be approved.

(b) that a recommended draft budget of £234,571.98 be considered and approved at the Council meeting on the 5th December 2023. This is made up of £184,571.98 plus £50,000 recommended to come from reserved CIL funding for new play equipment.

185.23 ACCOUNTS FOR PAYMENT

RESOLVED that the accounts listed in Appendix 1 to these Minutes in the Minute Book be passed for payment and that online banking payment are authorised.

186.23 ACCOUNTS

The Clerk circulated a Financial Statement from 1 April 2023 to 14th November 2023, a copy of which appears as Appendix 2 to these Minutes in the Minute Book.

RESOLVED that the Financial Statement be received and noted.

187.23 BANK ACCOUNT RECONCILIATIONS

RESOLVED that the bank account reconciliations be signed in accordance with the Financial Regulations.

188.23 GOVERNANCE DOCUMENTS AND POLICIES

Members reviewed the following documents:

*Data Breach Policy - only change proposed is to remove the next review date

Vexatious Requests Policy - only change proposed is to remove the next review date, and move the policy into our standard format

Code of Conduct - No amendments have been made to the NALC Model already adopted so no changes made

Dignity at Work Policy – new policy

RESOLVED that these 4 documents listed above are approved. These documents will be published online.

189.23 INTERNAL AUDIT

The findings from the half-yearly internal audit were NOTED and the letter which has been published online is available [here](#)

190.23 VIREMENTS

The following virements were RESOLVED:

100/15 – PC & Printer Overspend £362.98 – This will come from the Stationery & Printing budget heading (100/20)

135/2 – Noticeboards Overspend £1,156.06 – This will come from the Maintenance budget heading (140/2)

165 – Publicity Overspend £290.70 – This will come from the Entertainment budget heading (165)

125/2 – Other s.137 payments Overspend £7,434.57 – This will not be a virement but will come from reserves.

191.23 CIL SPENDING

CIL project ideas were looked at and it was AGREED to review this again next year.

192.23 ITEMS FOR REPORT OR FUTURE AGENDA

Armed Forces Covenant to be looked at next year.

The Meeting ended at 9:05 pm.

CHAIR