

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** held at Normandy Cricket Club, Hunts Hill Road on **THURSDAY 11 NOVEMBER 2021** at 7.30 pm.

Committee Members present Cllrs Tony Coomber (Chairman), Paul Howarth, Bob Hutton and Pat Tugwell.

Non-committee members present Andy Beams (Locum Clerk). Louise McCrow (Assistant Clerk) attended the meeting remotely.

FG-18 APOLOGIES

Apologies were received and accepted from Cllr Ben Pryke.

FG-19 DECLARATIONS OF INTEREST

None.

FG-20 MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes of the Finance & Governance Committee meeting held on 9 September 2021 were adopted as a true record.

FG-21 QUESTIONS FROM THE PUBLIC

None.

FG-22 FINANCIAL REPORTS

The Locum Clerk had circulated the payment list, income and expenditure, and bank reconciliation in advance of the meeting. As this was the first occasion Members had seen the information in this format, each report was explained and any questions on the information clarified. The Locum Clerk confirmed that at each committee meeting in the future, the reports covering the period since the last meeting to date will be included for review.

(a) To approve the Payment List for period 1 April to 5 November 2021

RESOLVED: Members approved payments totalling £46,821.32 as listed for the period 1 April to 5 November inclusive (noting the payments made by Guildford Borough Council on the Parish Council's behalf were not included).

(b) To note the Income and Expenditure year to date (to 5 November 2021)

RESOLVED: Members noted the income and expenditure report as of 5 November 2021, stating income at 97.3% of budget and expenditure at 20.9% of budget (noting the payments made by Guildford Borough Council on the Parish Council's behalf were not included).

(c) To approve the Bank Reconciliations to 5 November 2021

RESOLVED: Members approved the bank reconciliation to 5 November 2021 and the report and original bank statements were signed by the committee Chairman.

(d) To note the submission of the VAT reclaim for the period 1 April to 30 September 2021 of £1,682.77

RESOLVED: Members noted the submitted VAT return for the period 1 April to 30 September 2021

FG-23

COMMUNITY GRANTS

The Locum Clerk had circulated a draft policy and application form in advance of the meeting.

(a) To adopt the Community Grants Policy for implementation from 1 April 2022

RESOLVED: The Community Grants Policy was adopted with the additional of section 4.1 (g) to state *'The maximum award under the Community Grants Scheme is £1,000 per application. For any requests exceeding £1,000, please contact the Parish Clerk.'*

(b) To approve the Community Grants Application Form for use from 2022/23 onwards

RESOLVED: The Community Grants Application Form was adopted with the opening paragraph amended to include *'If you have any difficulties in completing the form, or providing the requested information, please contact the Parish Clerk.'*

(c) To agree an annual percentage of the budget is set aside for Community Grants from 2022/23 onwards

RESOLVED: Members agreed that that the Community Grant budget will be set at 5% of the precept.

FG-24

BUDGET 2022/23

(a) To receive an update on budget progress to date

Cllr Coomber reminded Members of the progress to date, and that the Estates & Facilities Committee were working on their draft budget for agreement at their next committee meeting. The Locum Clerk will circulate the Communications and Events spreadsheets to the appropriate councillors for consideration. Cllr Hutton confirmed that the Human Resources Committee draft budget has been agreed.

(b) To agree a draft budget for the Finance & Governance Committee

Members reviewed the draft budget circulated in advance, and Cllr Coomber went through each line explaining the rationale.

RESOLVED: Members agreed the draft budget as presented. It was agreed that nominal code 4140 will be renamed 'IT equipment maintenance' and nominal code 4170 Flood Forum will be reallocated to the Estates & Facilities Committee. With the removal of nominal code 4170, the draft committee budget was set at income of £2,510 (excluding precept) and expenditure of £42,623

(c) To note the requirement to agree a budget and precept recommendation to Council at the committee meeting to be held on 13 January 2022

RESOLVED: Members noted the requirement to agree the budget and precept recommendation at the committee meeting on 13 January.

FG-25

MATTERS FOR INFORMATION OR FUTURE AGENDA ITEMS

None

There being no further business, the meeting ended at 9.20 pm.