

# Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** held at the **ROYAL BRITISH LEGION HALL, GUILDFORD ROAD** on **THURSDAY 10 MARCH 2022** at 7.30 pm.

**Committee Members present** Cllrs Tony Coomber (Chairman), Paul Howarth (from 8.00 pm), Ben Pryke and Pat Tugwell

**Non-committee members present** Sam Lane (Clerk), Andy Beams (Locum Clerk)

**FG-33 APOLOGIES**

Apologies were received and accepted from Cllr Bob Hutton. Apologies for lateness were received and accepted from Cllr Paul Howarth.

**FG-34 DECLARATIONS OF INTEREST**

None.

**FG-35 MINUTES OF PREVIOUS MEETING**

**RESOLVED:** The minutes of the Finance & Governance Committee meeting held on 13 January 2022 were adopted as a true record.

**FG-36 QUESTIONS FROM THE PUBLIC**

None.

**FG-37 FINANCIAL REPORTS**

The Locum Clerk had circulated the payment list, income and expenditure, and bank reconciliation in advance of the meeting and talked through the content of each.

**(a) To approve the Payment List for period 1 January to 28 February 2022**

**RESOLVED:** Members approved payments totalling £18,328.81 as listed for the period 1 January to 28 February 2022 inclusive.

**(b) To note the Income and Expenditure year to date (to 28 February 2022)**

**RESOLVED:** Members noted the income and expenditure report as of 28 February 2022, stating income at 100.4% of budget and expenditure at 64.2% of budget.

**(c) To approve the Bank Reconciliations to 28 February 2022**

**RESOLVED:** Members approved the bank reconciliation to 28 February 2022 and the report and original bank statements were signed by the committee Chairman.

**FG-38 GOVERNANCE REVIEW**

The Locum Clerk reminded Members that it is an audit requirement to ensure that the council has adopted Standing Orders and Financial Regulations which reflect statutory and regulatory rules and that they are reviewed on an annual basis. The National Association of Local Councils (NALC) produce model templates for each document which councils are advised to follow.

At the first meeting after the election in May 2021, the council approved a version of Standing Orders and Financial Regulations for use during the year. They were drafted by the Locum Clerk and are based on the NALC model versions. These will need to be reviewed and then adopted for at the Annual Council Meeting in May 2022.

**RESOLVED:** The committee agreed to recommend to council to adopt the Standing Orders and Financial Regulations unchanged at the Annual Council Meeting in May 2022.

**FG-39                      EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

**FG-40                      SUPPORT FOR CLERK**

Members reviewed the confidential report circulated prior to the meeting and discussed the need to support the new Clerk during the early period of her development.

Cllr Howarth arrived at 8.00 pm.

**RESOLVED:** To recommend to council that the Locum Clerk is retained until the end of September for an average of 5 hours per week from May onwards. Wherever possible, this support will be remote, therefore reducing the travel costs.

**FG-41                      MATTERS FOR INFORMATION OR FUTURE AGENDA ITEMS**

The Locum Clerk informed Members of the agreed NJC pay rise, which has been confirmed as 1.75% for the period commencing 1 April 2021.

It was agreed to include on a future agenda a review of the CCLA fund held by the council, including alternate options for the amount.

There being no further business, the meeting ended at 9.02 pm.