

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 NOVEMBER 2022** at 7.00 pm.

Committee Members present Cllrs Tony Coomber, Paul Chillman, Bob Hutton and Pat Tugwell

Non-committee members present Amanda Pick (Parish Clerk)

FG-73 APOLOGIES

Apologies were received and accepted from Cllr Paul Howarth

FG-74 DECLARATIONS OF INTEREST

For item FG-81 on Grants, non-pecuniary interests were declared by Cllr Chillman for Normandy Therapy Garden as he has a relative who works there, Cllr Hutton for Normandy Shop and Café as their chairman and Cllrs Tugwell and Coomber as committee members for the Royal British Legion. The clerk also advised she is related to the fundraiser for Normandy Therapy Garden.

FG-75 MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes of the Finance & Governance Committee meeting held on 1 September 2022 were adopted as a true record.

FG-76 QUESTIONS FROM THE PUBLIC

None

FG-77 FINANCIAL REPORTS

The Parish 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 August to 31 October 2022

RESOLVED: Members approved payments totalling:

£12,706.45 as listed for the period 1 August to 31 August 2022 inclusive

£8,990.85 as listed for the period 1 September to 30 September 2022 inclusive

£22,688.70 as listed for the period 1 October to 31 October 2022 inclusive

(b) To note the Income and Expenditure year to date (31 October 2022)

RESOLVED: (i) Members noted the income and expenditure report as of 31 October 2022 (ii) members queried the details of the wayleave contract, Clerk to investigate this.

(c) To approve the Bank Reconciliations to 31 October 2022

RESOLVED: Members approved the bank reconciliations

FG-78 BUDGETS

To consider the first drafts of the budgets from each committee

(a) Estates and Facilities

(b) Planning (Highways)

(c) HR

(d) Finance and Governance

(e) Full Council (Events)

RESOLVED:

(a) Estates and Facilities – an anticipated increase of 9% has been suggested for the first draft which the committee accepts as reasonable but will need to be reviewed in sight of the first budget.

(b) Planning (Highways) – a draft budget of £3,100 was received following there being no budget last year.

(c) HR – budget will be discussed in the HR committee meeting in the first week of December

(d) Finance and Governance – an anticipated increase of 4% has been suggested for the first draft which the committee deems as a reasonable but will need to be reviewed in sight of the overall budget

(e) Full Council (Events) – a draft budget for events was received a few comments were made which will be fed back to the events committee.

The chair of Finance and Governance will pull together the overarching figures to create a whole picture as draft zero of the proposed budget and call a working party with the chairs of all committees in December. The draft will be sent to the RFO ahead of time and will request his presence at the meeting over Teams.

FG-79

MALWARE

To consider opportunities for upgrading the council's malware protection

RESOLVED: The Clerk is to investigate what other parish councils do to ensure all the council's IT are adequately covered against malware.

FG-80

RBS ACCOUNTING SOFTWARE

The Clerk and Chairman of the Council both have access to RBS, committee to consider options for training.

RESOLVED: The Chairman will initially give the Clerk an overview and more formal training will be considered in the coming months.

FG-81

GRANTS

To members considered requests regarding grants from Normandy Therapy Garden, Normandy Action Group and Normandy Community Shop and Café. Plus, an initial enquiry from Normandy Royal British Legion.

RESOLVED: The council have received applications from community grants from

(a) Normandy Shop and Café

£500 community grant was agreed for a £1,000 project request

(b) Normandy Therapy Garden

£1,000 community grant was agreed for a £5,000 project request

(c) Normandy Action Group

£100 community grant was agreed for a £250 project request

(d) Normandy Royal British Legion

The committee confirmed that they would welcome an application from RBL for a defibrillator

FG-82

BANKING

The committee noted the banks used by other parishes in the borough

RESOLVED: Members decided to spread the capital across two accounts. Councillor Chillman and the Clerk will set up an account with Skipton and transfer £80,000.

FG-83

ASSET REGISTER

The committee confirmed progress on updating of the asset register

RESOLVED: The majority if the work now complete and it is anticipated it will be completed in good time ahead of the audit.

FG-84

MATTERS FOR INFORMATION AND/OR FUTURE AGENDA ITEM

RESOLVED:

To discuss creating application windows for community grant for the next financial year

Review and adopt policies for reserves at future meetings

To determine the final draft of the precept

There being no further business, the meeting ended at 21:57pm.