

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 16 MARCH 2023** at 7.30 pm.

Committee Members present Cllrs Tony Coomber, Paul Chillman, Bob Hutton, Paul Howarth and Pat Tugwell
Non-committee members present Andy Beams via Teams (RFO), Amanda Pick (Parish Clerk)

FG-95 APOLOGIES
No apologies

FG-96 DECLARATIONS OF INTEREST
None

FG-97 MINUTES OF PREVIOUS MEETING
RESOLVED: The minutes of the Finance & Governance Committee meeting held on 5 January 2023 were adopted as a true record.

FG-98 QUESTIONS FROM THE PUBLIC
None

FG-99 FINANCIAL REPORTS
The Parish Clerk had circulated the payment list, income and expenditure, and bank reconciliation in advance of the meeting, members talked through the content of each with the RFO.
(a) Approval of the Payment List for period 1 January to 28 February 2023
RESOLVED: Members approved payments as listed for the above period. It was noted the payments for pensions have been brought up to date. Cllr Hutton will call Lloyds tomorrow to chase the credit card.
(b) Noting the Income and Expenditure year to date (28 February 2023)
RESOLVED: Members noted the income and expenditure report as of 28 February 2023.
(c) Approval of the Bank Reconciliations to 28 February 2023.
RESOLVED: Members noted the bank reconciliations, it was noted it was much easier now we are banking online.

FG-100 BUDGET 2023/24
The committee discussed the Ear Marked Reserves from the Estates and Facilities Committee to carry over to the next financial year
RESOLVED: Members discussed the current and proposed EMRs. The proposal was to collate the 3 play areas amounting to £7,000 add to the current EMRs number 340, as:
Play area repairs, maintenance and replacement.

FG-101 GRANTS
Members considered grant requests from St Marks, Wyke and Normandy Village Hall
RESOLVED: There is not enough in the grant pot to wholly fulfil both grants. It was agreed that both organisations were worthy of a grant, St Marks Church will be awarded £1,750 and Normandy Village Hall awarded £750. Clerk to arrange for payments and letters to grant recipients.

FG-102 POLICIES
Members reviewed the refreshed policies for (a) Data Protection Policy (b) Representation on Outside Bodies Policy (c) Complaints procedure
RESOLVED: members agreed to adopt the policies.

FG-103

RISK ASSESSMENTS AND STATEMENT OF INTERNAL CONTROL

Members reviewed the updated risk assessments and statement of internal control

RESOLVED: members agreed to the adopt of the documents.

FG-104

EVENTS

Councillor Howarth updated the committee on the finances for the festival.

RESOLVED: The events committee will return with further details once the contract has been further negotiated.

FG-105

MATTERS FOR INFORMATION AND/OR FUTURE AGENDA ITEM

RESOLVED:

- i. It was noted that for the council should put in place quarterly checks from councillors for purposes of internal control. Clerk to arrange.
- ii. It was recommended by the RFO that the council has 2 internal audits this year due to new RFO starting the role next month.

There being no further business, the meeting ended at 21:16pm.