

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 4 JANUARY 2024** at **7.00pm**.

Committee Members present

Cllrs Paul Chillman, Bob Hutton, Simon Schofield, Jane Hill

Non-committee members present

Amanda Pick (Parish Clerk & RFO)

FG-36

APOLOGIES

Apologies were received and accepted from Councillor Tugwell

FG-37

DECLARATIONS OF INTEREST

None

FG-38

MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes of the Finance & Governance Committee meeting held on 26 October 2023 were adopted as a true record.

FG-39

QUESTIONS FROM THE PUBLIC

None

FG-40

FINANCIAL REPORTS Q3

(a) Payments Lists

RESOLVED: Members approved the Payment Lists, there were no queries.

(b) Income and Expenditure

RESOLVED: Members noted the Income and Expenditure list and that the transfers over to Skipton are showing as expenditure and taking us over budget, we need to consider a better way of recording this the accounting system.

(c) Bank Reconciliations

RESOLVED: The Bank Reconciliations were approved and signed by Councillors and the RFO for each month.

(d) Ear Marked Reserves. It was noted that these have not yet been reviewed ahead of the end of the financial year as Estates and Facilities Committee will be discussing requirements at their next meeting. EMR for a snap election were discussed in relation to it potentially being good practice, is that scenario possible or probable. Members decided an EMR for a Parish Election is likely not necessary but will be considered within the review.

RESOLVED: It was agreed the committee will delegate to the RFO and Cllr Schofield to deliver recommendations to the full council once E&F have made known their needs.

(e) Receipts and Payments

RESOLVED:

The Summary and Receipts and Payments were noted.

FG-41

BUDGET 2024/25

The committee considered that draft budget.

RESOLVED:

The committee would like to make an amendment to now include the Council Tax Support Scheme as directed by GBC. It was noted we have more band D properties this year. It was noted the E&F Committee have done a great job at keep the costs as low as possible. As the council currently has an appropriate amount of general reserves the committee would like to keep the precept at the 23/24 amount.

FG-42

ACCOUNTS SOFTWARE

Since the resolution FG-30 to move from Rialtas to Scribe the Clerk has learnt that a previous Clerk had signed up to a three-year contract on the cloud element of Rialtas.

RESOLUTION: Members agreed to amend the resolution to state the move to Scribe would be reconsidered once the contract for the cloud expires.

FG-43

DATA PROTECTION ACT

Members wish to consider the Data Protection Act and how we comply

RESOLVED: The committee postponed this to later in the year.

FG-44

INVENTORY OF LAND AND OTHER ASSETS

To council needs to review the Asset Register

RESOLVED: Cllrs Chillman and Hutton will update the register

FG-45

INVENTORY OF THE KEYS AND PASSCODES

RESOLVED: It was noted that this exercise is now complete, the Clerk will give out passcodes and keys when needed, but the file can be accessed by the Chairman from the shared drive in the Clerks absence.

FG-46

EXCLUSION OF THE PRESS AND PUBLIC

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-47

ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

To receive any urgent information items and agree any items for inclusion on future council and/or committee agendas.

RESOLVED: Members noted a community grant had come in from NVH for equipment for defibrillator training, they are minded to make a recommendation to full council to offer the full amount of £606

There being no further business, the meeting ended at 20:04pm.