



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mr Sean Cooke
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Minutes of the Finance Committee Meeting held in St Lawrence Church Room on Wednesday 15th November 2023 at 7.30 p.m.

Note: Original draft minutes should have started at FC1/23 to reflect the new year. However, continued on from old year and started at FC22/23 in error. Numbering sequence now amended.

Present: Cllr. K. Burton (Chair)
Cllr. A. Coley
Cllr. R. Scott
Cllr. S. Gunter

In Attendance: Mr. S. Cooke - Clerk and Responsible Financial Officer (RFO)

FC1/23 Apologies for Absence.

There were no apologies for absence.

FC2/23 To receive members' declaration of interests on items that appear on the agenda

There were no declarations of interest.

FC3/23 Minutes of the Finance Committee meeting held on the 25th April 2023 to be approved and signed by the Chair

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 25th April 2023 be approved as a correct record and signed by the Chair.

FC4/23 Public Participation

There were no members of the public present.

FC5/23 To review 2023/24 financial accounts

The Finance Committee were presented with various financial reports

As at the 31st October 2023 the current account held £37,567.55 and the savings account £81,970.70. The outstanding balance for the Barclaycard was -£19.97 (the issue could not be investigated at present due to ongoing problems with the account caused by Barclaycard). The earmarked reserves balance as at 13th November 2023 was £37,780.96 and general reserves £46,497.00.

The current projected year end income was £86,713 and current projected year end expenditure £77,269. The latter figure took into account any over and under spending. Current projected year end general reserves would meet the council's current reserves policy of three months of net revenue expenditure. The clerk emphasised that these were projected figures only and were likely to change between now and year end due to further ad hoc commitments.

FC6/23 To review, consider and recommend to full council the draft budget and precept for 2024/25

The Finance Committee reviewed the proposed draft budget as created by the Responsible Financial Officer. Following a full discussion it was **RESOLVED** that a draft budget be presented to full council with a recommended precept request of £70,800 for the 2024/2025 financial year.

FC7/23 Internal Auditor

To consider comments and recommendations received following the internal auditor's interim visit on 31st October 2023. The committee noted the internal auditor's positive comments about the excellent financial processes and systems in place and after a full discussion, it was **RESOLVED** to comply with the recommendations.

FC8/23 Local Government Services Pay Agreement 2023/24

To note the National Joint Council agreement on rates of pay applicable from 1st April 2023 to 31st March 2024. The rates had been issued prior to the meeting and the Committee noted that an award of £1,925 had been agreed, based upon a full time post in the relevant payscale band for the RFO.

FC9/23 Pre-paid debit card

To note the introduction of a pre-paid debit card as permitted under Financial Regulations clause 6.19. The Committee had previously communicated with the RFO regarding this matter and noted that it had been confirmed at the full council meeting on 7th November 2023.

FC10/23 To agree a date and time for the next meeting

It was **RESOLVED** that the next Finance Committee meeting be scheduled for Tuesday 23rd January 2024 at 7:30 p.m.

There being no further business the Chair closed the meeting at 9.10 pm.

Signed Chair

Dated