

Highnam Parish Council
Highnam ~ Linton ~ Over ~ Lassington

Finance, Audit and Governance Committee

Tuesday 3rd January 2023 @ 19.00hrs Parish Hall



Present: Councillors: B Nicol, C Coats, V Tustin Smith and, J Smith

In Attendance: J Badham (Parish Clerk and Responsible Financial Officer)
1 member of the public

Public Matters

- Tractor damage on land within the village. Response: Councillor J Smith responded this was due to Tewkesbury Borough Council (TBC) cutting hedges. Complaint can be made on the TBC website; however, Councillor Smith will raise.
- Wooden pegs are still in place on land to the entrance of Wetherley Drive, why? The grass has not been cut since and is an unsightly sight. Response: Councillor Coats responded this should be raised at full council, as not appropriate to be raised within this committee.
- Complaint letter was received from a member of the public by the clerk. Member of public was not satisfied with the response or the answers to their questions. Response: Committee agreed they could not comment without seeing the detail, and agreed they would investigate.

1. To receive apologies for absence

None

2. To receive declarations of Interest

None.

3. To approve minutes from the meeting held on the Wednesday 1st June 2022

Minutes were approved as a true representation of the meeting.

4. Financial Regulations

Financial Regulations were approved, and following amendments to changes to heading of Internal and External Audit this will be forward to full council for adoption. Action: Clerk to do amendments and add to January full council agenda.

5. Asset Register

The asset register was updated following support from Councillor Badham. The internal report raised that the register should include an increase for inflation every year. This was added to the report.

6. To recommend Projects and Spends for 2023/2024

The Committee will propose up to 3 projects for Full Council to approve for the coming year. Three projects were presented, with approximate costs:

- New bus shelter £3500.
- Grit bins £1500.
- Development of grass between Parish Hall and Gambier Parry £2000.
- Dishwasher for the Gambier Parry £2000.

The dishwasher would require approval from Highnam Community Centre Trust (HCCT). **Action: Clerk to write a letter of proposal to HCCT following full council meeting in January.**

Action: Clerk add proposal of projects to January full council meeting for consideration.

7. Budget

- (i) Budget for 2022/2023 was reviewed budget v's spends and the variance. Amendments to budget lines where no spend. This will be reflected in the 2023/24 proposed budget.
- (ii) The proposed budget for 2023/24 was discussed and reviewed. Each budget line was agreed. **Action: Clerk Budget will be added to the January full council meeting for approval.**
- (iii) The precept for 2023/24 was set at £52k and increase from £50k. Clerk advised the precept could not be increased to cover the potential approval of the further Public Works Loan. It was proposed to use the reserve fund, committee agreed, with the proposal being put forward to full council. **Action: Clerk add precept to January full council agenda for approval.**

8 2023 Dates @ 7pm

Tuesday 25th April

Tuesday 4th July

Tuesday 10th October

Tuesday 9th January 2024

9 Residual Items

Revisit investment of reserve funds. **Action Clerk add to next meeting.**

Meeting closed: 8.35hrs

Next meeting will be held: Tuesday 25th April 2023

Signed

Date