

Highnam Parish Council
Highnam ~ Linton ~ Over ~ Lassington
Finance, Audit and Governance Committee
Tuesday 28th November 2023 @ 8pm The Parish Room



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

In Attendance: 0 members of public

Clerk To the Parish Council & RFO Wendy Barnard

1. To receive apologies for absence.

None

2. To approve minutes of meeting held on 4th July 2023.

Minutes were approved as a true representation of the meeting.

3. Members of the council are invited to declare any interest they may have in the business set out below.

None

4. To allow dispensations.

None

5. To consider and recommend that the Council changes its Bank account from Lloyds to Unity Bank and to appoint 4 signatories.

It was noted that currently Lloyds Bank were making it very difficult to change signatories and changing to Unity Bank who specialise in the requirements of local councils' financial needs would be beneficial to the Council. **Action:** The Clerk will make enquiries in to taking this further.

This was agreed by the committee.

6. To consider and recommend to Council the Draft Budget for the Financial Year 2024/25.

The proposed budget for 2024/25 was discussed and reviewed. Each budget line was agreed. **Action:** Clerk - Budget will be added to the January full council meeting for approval. The clerk will investigate Office Broadband & Phone charges, Insurance and grounds maintenance costs.

This was agreed by the committee.

7. To consider and recommend to Council the Precept requirement for the Financial Year 2024/25.

The precept for 2024/25 was set at £52,000 with no increase. It was proposed to use the reserve fund for any projects that arose, and the committee agreed, with the proposal being put forward to full council.

Action: The Clerk will add precept to January full council agenda for approval.

8. To consider and recommend to Council the Earmarked reserve requirements.

The Committee recommend the following as its earmarked Reserves:

| | |
|--------------------|---------|
| Parish Projects | £15,000 |
| Elections | £5000 |
| Parish Maintenance | £3000 |
| Office Equipment | £1500 |
| Contingencies | £3000 |
| | £27,500 |

Action: The Clerk will add to January full council agenda for approval.

9. To consider and recommend that Mrs Irena Litton BEM be appointed as the Councils Internal Auditor for the year ending 31st March 2024 at a cost of £200.00.

Mrs Litton is a qualified auditor who is employed by GAPTC, she is prepared to undertake the role of internal auditor. Mrs Litton is prepared to undertake the role with immediate effect and work with the new RFO to ensure financial compliance and ensure that the councils financial year end is fully compliant. This was agreed by the committee.

10. To consider recommending to Council that a Staffing Committee element is incorporated into the Finance, Audit and Governance Committee.

It is recognised practice by Town & Parish Councils that they have a staffing committee this enables staffing matters to be dealt with at committee level it is also good practice for the council to give full delegated powers to its staffing committee regarding the employment and Human Resources aspect. This was agreed by the committee.

Meeting closed at 9.16pm

11. Date of the Next Meeting

It was agreed that the next meeting will be 2nd April 2024 in The Old School

Signed

Name

Date