



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **FINANCE AND ESTABLISHMENT** meeting held on **Tuesday 23rd April 2024** at 11.00am at The Parish Office, Sargent Way, Broadbridge Heath

Committee members Present Were:

Cllr Sam Hazell (SH) - Chair
 Cllr Geoff Clark (GC)
 Cllr Terry Oliver (TO)
 Cllr Christine Knight (CK)
 Cllr Simon Leighton (SL)

Clerk/Response Finance Officer (RFO): Lucinda Edwards

Members of the Public: None
Press: None

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| F015/24 | PUBLIC SPEAKING |
| | No members of the public were present. |
| F016/24 | APOLOGIES AND REASON FOR ABSENCE |
| | None |
| F017/24 | DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES |
| | None |
| F018/24 | MINUTES |
| | It was RESOLVED by all present that the minutes of the Finance and Establishment meetings held on 13th November 2023 and 15th January 2024 be accepted as a true and correct record of the meeting. The Chair signed the minutes. N.B. The minutes of the Finance and Establishment meeting held on 24 th April 2023 were approved at the Parish Council meeting held on 5 th June 2023, due to dissolution of committees at the time. |
| F019/24 | CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY |
| | None. |
| F020/24 | FINANCE UPDATE |
| | Members NOTED the details in Appendix 1 of the supporting document. It was AGREED to monitor the expenditure on Parish Office Facilities and Utilities (budget lines 4185 and 4186) for future budgeting purposes. It was AGREED for the Clerk to commence works to obtain insurance quotes in June/July, ahead of the renewal in October and to add this to the agenda for the next committee meeting. |
| F021/24 | VAT CLAIM |
| | Members NOTED the submitted VAT claim of £5,859. |
| F022/24 | BANK RECONCILIATIONS – YEAR END |
| | As of the end of financial year reports dated 31 st March 2024, the following funds are held across the accounts as shown in the balance sheet published to website. Co-op Current Account £39,078 Lloyds Bank Account £74,275 Nationwide Instant Saver £16,546 Nationwide 1 year Saver £56,040 This information was NOTED by members. |

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| | <p>It was RESOLVED to approve the year end bank reconciliations for cashbooks 1, 2, 3 and 4.</p> <p>A date entry error on cashbook 3 bank reconciliation was NOTED and pen amended.</p> <p>The bank reconciliation reports were signed by Cllr Hazell.</p> |
| F023/24 | BALANCE SHEET |
| | <p>Members NOTED the end of financial year balance sheet.</p> <p>This was signed by Cllr Hazell.</p> |
| F024/24 | INCOME AND EXPENDITURE REPORT |
| | <p>Members NOTED the detailed and summary income and expenditure reports as published to the website.</p> |
| F025/24 | REVIEW OF SIGNIFICANT VARIANCES |
| | <p>The RFO explained the process of review of significant variances for the internal and external audit and the requirement as detailed in Appendix 5 of the supporting document. The RFO explained the basis of the report and summarised the detail that would be added to substantiate the differences prior to submitting to the auditor. This was NOTED by members.</p> |
| F026/24 | YEAR END RESERVES |
| | <p>Members NOTED the year end reserves as detailed in Appendix 6 of the supporting document.</p> <p>Members discussed future sinking fund provision to build funds for asset renewal, such as future play area replacement, for consideration when budgeting.</p> |
| F027/24 | ANNUAL RETURN PREPARATION |
| | <p>The RFO updated members on the progress of year end accounts preparation in readiness for the internal audit being completed on 7th May. Members NOTED the update.</p> |
| F028/24 | FEEDBACK AND COMMUNICATIONS |
| | <p>Members NOTED the feedback from residents following distribution of the Parish Council bulletin, as detailed in Appendix 8 of the supporting document.</p> |
| F029/24 | FINANCIAL REGULATIONS AND PROCUREMENT |
| | <p>The RFO advised members that an updated NALC model Financial Regulations is expected by May and recommended any consideration to amendments should be taken following adoption of the latest model. The RFO proposed to introduce a Procurement Policy following the publication/adoption of the new model Financial Regulations.</p> <p>The RFO informed members that due to the loss of General Power of Competence, it was advisable to detail applicable powers when council decisions are agreed and that this would be implemented as deemed appropriate to ease internal processes. This was NOTED by members.</p> |
| F030/24 | STAFFING BUDGET |
| | <p>Members AGREED any consideration of pay scale would be a decision for the Personnel Committee. Any requirement for further review of the agreed budget for 2024/25 would need to be requested by the Personnel Committee.</p> |
| F031/24 | NEXT MEETING DATE |
| | <p>Members NOTED the next meeting of the Finance and Establishment Committee will be on Monday 24th June 2024 – 19:45.</p> |

The meeting closed at 13:05.