

Minutes for F&GP meeting January 11, 2024

Meeting opened at 20:00.

Present: Cllr Berrett (Chair), Kay, Rankin, Spooner, Keily, Bastin.

1. Apologies for Absence

None

2. Declarations of Interest in Items on the Agenda

None

3. Approval of Draft Minutes of the Finance and General Purposes meeting of 9th November 2023.

Proposal by Cllr Berrett, Seconded by Cllr Bastin: "To agree the minutes"

Vote: Unanimously **AGREED**

4. Questions from Members of the Public

None

5. RFO Report (Paper 1)

Berrett – question – piece about signing invoice, requirement for auditors. Checked – as long as invoice uploaded on the system and they can view it, that is fine. Approval is tracked digitally.

Proposal to move accounting system to Xero. Bastin – Xero is better, safer, cheaper.

Cyber security – lives in the cloud.

Recommendation– support request to recommend to full council. Proposal by Cllr Berrett, Seconded by Cllr Bastin.

Vote: Unanimously **AGREED**

Request from RFO for support from Councillors as a sounding board in moving data.

Bastin – sanity check to get it ready

Kay and Rankin volunteered to agree opening balances.

Propose to have Kay and Rankin support RFO in creating opening balances for Xero

Vote: Unanimously **AGREED**

ACTION – RFO to upload CIL monies report for councillor's review.

6. To approve the Third Quarter Reports

a) Bank Reconciliations (Paper 1)

b) Bank Statements (Paper 2)

c) VAT Claim Q1 (Paper 3)

d) VAT Claim Q2 (Paper 4)

e) Quarterly Budget and Spending Review (Paper 5)

Proposal to approve bank reconciliations. Proposed Berrett, Seconded Bastin.

Vote: Unanimously **AGREED**

ACTION – RFO to request HMRC refund for VAT Q1 and Q2

Proposal to approve Q3 reports. Proposed Berrett, Seconded Bastin.

Vote: Unanimously **AGREED**

7. Draft budget 2024-25 (Paper 6)

a. To review current draft budget

b. To agree on amendments and any further work required to determine final draft

c. To make recommendations for further consideration at the full Council meeting on

18th January 2024

Discussion on LMPF rent and increasing the value of income due to increased costs and checking values received reflect contract.

ACTION – RFO and CLERK to start conversations on access to pitch for matches, MUGA and per head.

End date Sept 14 2024 – Plan for renegotiation.

ACTION – CLERK to add allotment rent to agenda for FC meeting in Feb

ACTION – CLERK and RFO to speak with Rankin and Kay on bus shelters, funding and CIL/Section 106 monies available to the Council to plan for future spend.

Discussion on budget and precept requirements for 2024-25. Amendments to budget made and calculations on costs to public based on current plans.

Proposal to put Budget agreed and to be put forward to Full Council by Cllr Berrett, Seconded by Cllr Bastin.

Vote: Unanimously **AGREED**

Meeting closed at 21.05