

A meeting of the Finance Working Party was held in the Village Hall, Station Road, Countesthorpe, on Wednesday 10th January 2024

Present: Cllrs M Smith, M Gillespie, K Pearce, W Read and S Turner.

Parish Council Manager: Miss J Leech

Assistant Parish Council Manager: Miss E Frost

1. Apologies for absence, if any
Apologies were received from Cllr P Mount.
2. To receive disclosures of interest
There were no disclosures of interest.
3. To verify accounts for payment
It was recommended to approve the accounts for payment for the Parish Council and the Village Hall.
4. Review budget and expenditure
The budget as at 31st December 2023 was received and all was in order.

It was anticipated that, following the latest Secom fire inspection, there would be recommendations, however, quotations had not yet been received.

Recommended for approval

To obtain quotes for the purchase of a water pump and generator, following the recent incident of flooding in the village.

To request Farol's review the deck on the John Deere Mower before the new grass cutting season begins.

To approve the action of the Parish Council Manager in proceeding with the repair of the hot water tap in the main kitchen, at a cost of £148.72.

To proceed with the following purchases:

- . Bench grinder and wire wheel, following a failed PAT test, at a cost of £193.20*
- . Replacement set of stepladders, due to Health & Safety reasons, at a cost of £363.24*
- . Winter hanging basket for The Pound, as per the Estates Working Party, at a cost of £64.60*
- . First Aid training for all relevant staff members, at a total cost of £538*
- . Equipment hire for approved repair works on Willoughby Road Playing Field car park, as per the Estates Working Party, at a cost of £431*
- . Platform hire to undertake necessary hedgecutting at the cemetery, as per the Estates Working Party, at a cost of £31*
- . Topsoil, for the ground which has dropped following the recent water installation within the cemetery, as per the Estates Working Party, at a cost of up to £400*

5. Quarterly Financial Reports as at 31st December 2023
The quarterly income and expenditure report and quarterly budget report to 31st December 2023 were received. These would be circulated to all Councillors.
6. Write off of unrepresented cheques at end of 3rd Quarter
This item was deferred until a later date as there were no unrepresented cheques to review at this time.
7. Draft budget 2024/2025
A draft budget for 2024/2025 was considered and distributed to Councillors ahead of the Parish Council meeting along with the current draft precept increase figure of 6.08%.

Recommended for approval

To recommend to the Parish Council for comment and adoption, the proposed budget and precept requirement for 2024/2025.

8. To discuss the events budget
This item was discussed and considered under item 7, Draft Budget 2024/25.
9. Chairman to sign the online bank statements and file with bank reconciliations
Arrangements would be made for the Chairman to check online bank statements before the end of January 2024.
10. To review bank reconciliations and bank statements
Arrangements would be made for the bank reconciliations and bank statements for the third quarter to be reviewed by the end of January 2024.
11. Internal Audit – Year End
Recommended for approval
To accept the quotation of £705 from James Ireland to carry out the year end internal audit for the financial year 2023/24.
12. Investments
It was noted that the testing of transferring monies between the Lloyds and Unity Bank Accounts was currently underway.
13. Grant Aid
There were no grant aid applications received.
14. S106 Payment
There were no updates to report.
15. Correspondence
There was no correspondence received.
16. Matters arising for information purposes
There were no matters arising.
17. Date of next meeting
The date of the next meeting is scheduled for Wednesday 7th February 2024 at 10am.