

A meeting of the Finance Working Party was held in the Village Hall, Station Road, Countesthorpe, on Wednesday 9th April 2025

Present: Cllrs M Smith, M Gillespie, P Mount, 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

There were no apologies for absence.

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 2024/2025

The budget as at 31st March was received and all was in order.

The expected balance of the main account over the coming month prior to the receipt of the first precept payment was noted, and it was noted that there would be sufficient operating funds to cover the period, therefore there wouldn't be a transfer of funds from the Unity account.

Recommended for approval

To accept the quote for £531 received from Secom to replace the faulty emergency lights identified in the most recent service inspection.

For a member of the Grounds Staff to complete the outstanding PA1 and PA6 pesticide training at a total cost of £379.

To proceed with the recommendation of the Estates Working Party to purchase 8 memorial trees at a cost of £69 per tree, to be planted in Autumn 2025.

5. Financial Regulations – To note that the Model Financial Regulations have been amended in accordance with The Procurement Act 2023 and The Procurement Regulations 2024

It was noted that Countesthorpe Parish Council's Financial Regulations had been amended to take into account The Procurement Act 2023 and the Procurement Regulations 2024 which came into force on 1st April 2025.

6. Financial Risk Assessment

It was noted that there had been an amendment made to the Financial Risk Assessment regarding the use of a private secure network when accessing Countesthorpe Parish Council's online bank accounts as well as amendments to the process of reviewing financial contracts.

7. To verify bank reconciliations against bank statements and payments – for Cllr K McGovern to verify bank reconciliations against bank statements and payments for all accounts

Arrangements would be made for Cllr K McGovern to complete relevant checks of the bank statements and bank reconciliations until the end of the 2024/25 financial year.

8. To verify online bank statements against bank reconciliations – for Cllr C Ibbotson to be appointed to verify the bank statements against bank reconciliations for all accounts

To note that Cllr C Ibbotson had verified the bank statements against the bank reconciliations for all accounts.

9. Electrical grounds equipment

Recommended for approval

To proceed with purchasing a Kress electric commercial strimmer and hedge trimmer along with a commercial cyberpack battery and charger at a total cost of £1713.26.

10. Internal Audit – James Ireland – to note that will become part of Berry Accountants
It was noted that the appointed Internal Auditor, Ireland & Company, had been taken over by Berry Accountants however there would be no change in the service provided to Countesthorpe Parish Council.
11. Grant aid
There were no applications received.
12. S106 payment
There was nothing to report.
13. Correspondence
There was no correspondence.
14. Matters arising for information purposes
It was noted that quotes were currently being obtained for improvement works to be undertaken to the area at the front of the village hall and that, once received, they would be brought to the attention of the Finance Working Party and Village Hall Management Committee for consideration.

It was also noted that, when the time came for renewal of the energy contracts for the village hall, investigations would be made into alternative contracts available.
15. Date of next meeting
The date of the next meeting is scheduled for Wednesday 7th May 2025.