

A meeting of the Finance Working Party was held in the Village Hall, Station Road, Countesthorpe, on Wednesday 7<sup>th</sup> May 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

Cllr M Smith declared an interest in item 4, specifically regarding the memorial inspections due to being responsible for a memorial in Countesthorpe Cemetery.

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 30<sup>th</sup> April was received and all was in order.

The latest update on the national pay offer was received with it being noted that a full and final offer of a 3.2% increase on all pay scale, along with the removal of the bottom payscale point from 2026/2027, was currently being considered by the Unions.

It was noted that quotations were currently being obtained for the resurfacing of pathways at The Spinney and would be brought forward once they had been considered by the Estates Working Party.

Recommended for approval

*To not proceed with purchasing a new CCTV recording system from Secom at the present time but to monitor the existing system and review in 6 months.*

*To proceed with the following recommendations of the Estates Working Party:*

*. To accept the quotation received from Memsafe for a total of 441 memorials (which included 75 memorials in the closed churchyard) to be inspected at a total cost of £1620*

*. To accept the quotation of £900 received from Oswin Builders for the repair works to the pathway of the closed churchyard*

5. Renewal of Insurance Schedule – Gallaghers

Recommended for approval

*For the Parish Council Manager to be delegated authority to confirm the insurance renewal with Gallagher once the quotation had been received.*

6. Reinstatement/Revaluation Cost Assessment

Recommended for approval

*To proceed with placing the order with Gallagher for the revaluation cost assessment of the Parish Council's assets at a cost of £600.*

7. Grounds Maintenance Equipment – Disposal

Recommended for approval

*To obtain information regarding the disposal policies recommended and implemented by other Parish Councils.*

8. Financial Standing Orders

Recommended for approval

*For the Parish Council to adopt the revised Financial Standing Orders.*

9. Practitioner's Guide 2025 – Including to note any amendments where action is required

It was noted that the 2025 version of the Practitioner's Guide had been released with certain

items having been highlighted as they are anticipated to be considered by the external auditor during the 2025/26 year end.

10. To consider the documents relating to the 2024-2025 AGAR and recommend to the Parish Council for adoption:-

*The following documents were received, noted and recommended for adoption by the Parish Council for submission to the External Auditor:*

- i. *To note the effectiveness of internal control of financial systems*
- ii. *To receive and note the Annual Internal Auditor's Report 2024/2025 and consider recommendations*
- iii. *To recommend approval of the Annual Governance Statement 2024-2025 (Section 1) to be signed by the Chair and Parish Council Manger*
- iv. *To recommend the Accounting Statements 2024/25 (Section 2) to be signed by the RFO*
- v. *To recommend approval of the Accounting Statements 2024-2025 (Section 2) and to be signed by the Chair*
- vi. *To approve the additional information that is submitted to the External Auditor*
  - . *The bank reconciliation year ended 31<sup>st</sup> March 2025*
  - . *The explanation of variances*
  - . *The reconciliation between box 7 and box 8 of section 2*
  - . *A breakdown of reserves held*
- vii. *To approve the additional information requested by the External Auditor*
  - . *An explanation of 'no' answer to assertion 3 of the Annual Governance Statement*
- viii. *To agree the dates for the period of public rights*

11. Grant aid

i. Countesthorpe Cricket Club

Recommended for approval

*To respond to Countesthorpe Cricket Club to advise that, on this occasion, Countesthorpe Parish Council would not be offering a grant in response to their request, however, would be happy to consider future requests which are more specific in nature.*

ii. Countesthorpe Bowls Club

Recommended for approval

*To respond to Countesthorpe Bowls Club to request additional information regarding a specific item of their project, regarding disabled access, which the Parish Council could offer a grant towards.*

12. S106 payment

There was nothing to report.

13. Correspondence

There was no correspondence.

14. Matters arising for information purposes

There was nothing to raise.

15. Date of next meeting

The date of the next meeting is scheduled for Wednesday 11<sup>th</sup> June 2025.