

PROBUS PARISH COUNCIL

Clerk: Maria Roper (Parish Council)

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Minutes of the Meeting of the Finance Committee Meeting of Probus Parish Council on **Thursday, the 7th of September 2023 at 19:05**

Members Present: Cllrs. N Gillard (Chair), J Faull, P Quinlan, R Tofts. Also attending. Mrs M Roper (Parish Clerk)

23/F26 Apologies for absence: None

23/F27 Declaration of interests in items on the agenda:

Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items): None

23/F28 To confirm the record of the finance committee meeting of 12th of April 2023 – Cllr Faull proposed to approve the minutes as accurate, **seconded by Cllr Quinlan and RESOVED.** All in favour. CARRIED.

23/F29 Public Participation (15 mins) No members of the public present

23/F30 Report on the external audit review and any issues raised therein. – External auditors came back with the query regarding the exercise of electors' rights in accordance with the Accounts and Audit regulations not publicised in timely manner. The clerk sent a response confirming that the Council made provision to ensure this doesn't happen in the future.

23/F31 Review the Parish Council Standing Orders and recommend any changes to be proposed at the next full council meeting. The standing orders were reviewed by the councillors. **Cllr Gillard proposed** to present the agreed draft version to the full council along with a briefing note highlighting proposed changes. **Seconded by Cllr Tofts and RESOLVED.** All in favour. CARRIED.

23/F32 To update and confirm which councillors & officers are bank signatories and registered to carry out online banking activities – Cllr Gillard has confirmed that the clerk has now access to the online banking services and is nominated to set up the payments. Cllr Goldsworthy is on the mandate but hasn't got the online access yet. Cllr Gillard and Cllr N Glasson are set to authorise the payments. Cllr Gillard will write to Cllr Maskill thanking him for his assistance and informing him of the changes.

23/F33 Report on statement of internal control check/s and activity – Cllr Faull has reported that the internal control audit was carried out prior to the meeting, and the following issues are outstanding:

- VAT claim – to be completed before the next full Council meeting, and
- Employment contract reviews – action for Cllr Glasson to be completed before the employment of new maintenance officer

23/F34 To review and update as necessary the format & content of the statement of account reports - Cllr Gillard has commented that the presented accounting reports seem clear and understandable. He suggested that August numbers are included for the full council meeting, and information on the total expenditure to date and forecasted spend until the end of the year is completed in time for the next finance meeting.

23/F35 To consider the presentation of the Parish Council Budget & Fees on its web site – Cllr Gillard suggested to look at other parish council sites for examples of budget presentations and make suggestions at the next Finance Committee meeting.

23/F36 To review and update progress against the parish workplan to be reported back to the next full council meeting – Cllr Gillard circulated draft parish council works plan. The councillors thought that the plan is laid out in a clear manner and is easy to read. Cllr Tofts suggested to add the dates to the proposed tasks. It was agreed that the councillors will review the plan and send their suggestions to the clerk

23/F37 To receive report on total grants issued by Probus Parish Council in 2022/2023 – The report was circulated prior to the meeting and noted by the councillors.

23/F38 To confirm the timetable for commencing the grant application process for 2024/2025 – The currently adopted timeframe was agreed as acceptable. The councillors agreed that a more proactive approach needs to be taken in promoting funding available through Parish Council. **Cllr Gillard proposed** that the clerk with assistance of Cllr Quinlan and Cllr Tofts prepares an Expression of Interest announcement for Probus News. **Seconded by Cllr Quinlan and RESOLVED.** Unanimous. CARRIED.

23/F39 To consider and resolve to exclude members of the public and/or press due to the confidentiality of the agenda items 16 & 17 - **Proposed by Cllr Gillard** to discuss the next agenda item in confidence. **Seconded by Cllr Quinlan and RESOLVED.** Unanimous. CARRIED.

23/F40 Grass cutting contract review – report on any revisions required and associated action – Discussed by the councillors in confidence.

23/F41 To receive an update from the staffing committee on the financial implications of recruitment to the post of parish council “Maintenance Officer” – The clerk informed the council that the agreed pay rate is unlikely going to make an impact on the budget.

23/F42 To consider and review future agenda items:

Future agenda items:

1. Grant application process for 2024/24
2. Budget review and precept proposals for 2024/25
3. Review of additional funding options for 2024/25

The council reviewed the future agenda items and made no amendments.

The meeting closed at 21:30hrs