

PROBUS PARISH COUNCIL

Clerk: Maria Roper (Parish Council)

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Minutes of the Meeting of the Finance Committee of Probus Parish Council on **Thursday, the 10th October 2024 at 19:00**

Members Present: Cllrs. N Gillard (Chair), A Cook, J Faull, R Dutton, I Peters

Also attending. Carolyn May (RFO) – present in part, Maria Roper (Parish Clerk),

24/F12 Apologies for absence: Cllr Goldsworthy

It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Cook** and **RESOLVED** by the Council to accept the apologies. Unanimous carried

24/F13 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):

Cllr Gillard declared an interest in the Village Hall (partner being the Chair) and the Playing Field Committee

Cllr Dutton declared an interest in the Playing Field Committee and Probus School PTA.

24/F14 Public Participation (15 mins) No members of the public present

The RFO informed the Council that an urgent business requires consideration and suggested that it's discussed in a closed session.

Pursuant to Section 1(2) of the PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

and due to the confidential nature of the following business to be transacted, it was **proposed** by **Vice -Chair – Cllr Cook**, **seconded** by **Cllr Dutton** and **RESOLVED** by the Council that the matter be discussed in a closed session. Unanimous. Carried

19:10 Cllr Gillard and the Clerk declared an interest and left the room

The Council discussed the report presented by the RFO.

19:40 Cllr Gillard and the Clerk returned to the room.

19:44 Carolyn May left the meeting

19:45 It was **proposed** by **Cllr Cook**, **seconded** by **Cllr Gillard** to end the closed session and reinstate the standard order of the business.

24/F15 To confirm the record of the finance committee meeting of 4th January 2024 – It was **proposed** by Cllr Cook, **seconded** by Cllr Gillard and **RESOLVED** by the Council to approve the minutes of the meeting of the 4th of January 2024 as accurate. Three in favour, two abstained. Carried.

24/F16 External audit report for the year 2023-24– to note and consider recommendations if any
The clerk reported that the external annual audit was completed. The auditors noted incorrect recording of the VAT and a missed signature on one of the pages. No other issues were raised

24/F17 Internal Audit– to consider arrangements for the year 2024/25
The clerk confirmed that Jacqui Peskett can carry out the internal audit for £355 +VAT. She added that Ms Peskett completed the PC's audit for the last two years and is very thorough. It was **proposed** by Cllr Gillard, **seconded** by Cllr Faull and **RESOLVED** by the Council to appoint Jacqui Peskett as the internal auditor for the year 2024/25. Unanimous. Carried

24/F18 Grant awards for the year 2025/26 – to confirm arrangements and note applications to date

The Clerk reported that she received an expression of interest from Probus School PTA for £1000 and Probus News for £1500.

Cllr Gillard emphasized the importance of knowing the indicative amounts of grant requests for budgeting purposes. The Clerk confirmed that announcements had been made in Probus News, on the Parish Council website, and on Facebook. It was agreed to publish an additional post on Facebook.

24/F19 Statement of accounts to date and expenditure to budget – to note and consider adjustments

The Councillors noted the budget control sheet circulate by the Clerk

24/F20 Budget Review & Precept setting process – to discuss & confirm arrangements

It was agreed that the Clerk will circulate the budget control sheet, asset register and parish workplan to the members prior to the next meeting.

24/F21 Parish Council workplan 2024/25 - to review expenditure in support of the plan

To be reviewed in time for the next meeting of the Finance Committee

24/F22 Future agenda items *No further additions.*

24/F23 The next meeting of the Finance Committee is on the 7th of November 2024 at 19 hrs.

24/F24 The meeting closed at 20:10