

WINSTER PARISH COUNCIL FINANCE COMMITTEE

Clerk & Financial Officer: Trisha Dale
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MINUTES OF COMMITTEE MEETING: 12th August 2024, 6:05 pm in the Jubilee Room, Burton Institute, Winster.

These minutes are hereby approved as a true and accurate record of the above meeting following Resolution of the Committee at the next Committee meeting.

Signed Chair of meeting

In attendance: Cllr. Hatfield (Chair); Cllr. Frederickson, Cllr. Robinson, Cllr. Stone.
Also Present: Clerk/RFO Trisha Dale.

No.	Item
FC4/01/22	Apologies Received from Cllr. Brown.
FC4/02/22	Declaration of Interests None this meeting.
FC4/03/22	Public Speaking None this meeting.
FC4/04/22	Members question to the Chair None this meeting.
FC4/05/22	Approval and Ratification of the Minutes of the previous meeting A: The clerk gave an overview of the last meeting for the benefit of councillors not present at that meeting, after which the minutes of the previous Finance Committee meeting held on 17 th April 2024 were considered and approved. (Prop DF. 2 nd DR, unan) B: There were no matters to discuss relating to the minutes of the previous meeting.
FC4/06/22	Business Matters A: Current projects were identified and included the identification of the lead councillors to each project as follows: 1. Burial Ground expansion – Cllr. Stone 2. Wildflower project – Cllr. Robinson 3. Woodhouse Land Footpath – Cllr. Robinson/Cllr. Randles Burial Ground - A brief discussion took place on the burial ground. As mentioned at the Parish Council meeting Cllr. Stone reiterated that he wished that any income generated from the burial ground should be diverted to the appropriate reserve. It was stressed that to expand the burial ground would cost a considerable amount, and the path itself will require Tarmac along with other building materials and will measure approximately 300 square meters. In response, it was felt that by not doing so is bolstering the precept. It was also reiterated that a better assessment of the spend required needs to take place to give a fuller understanding of financial requirements. Woodhouse Lane footpath – Clerk explained that the funding window has now reopened and that all forms are being completed, it is hoped for a more successful outcome this year. To date, following a revised specification, two out of the three requested quotes have been received. Wildflower – The Clerk raised that a petition regarding the maintenance of Leacroft had been received, it was noted that this will be discussed at the Parish Council meeting to be held in September.

	<p>B: Future financial commitments for 2024/25 were discussed: The Clerk reminded the committee that the Parish Council had received a challenge to the audit, whilst the external auditors have yet to be in contact, there will be a substantial unexpected cost. The hourly rate charged by the external auditor is c£350. In addition to these costs there are likely to be land registry costs and possible unknown costs following the external auditors report.</p> <p>C: A brief discussion on the assets register took place, it was agreed that the register needs to be reviewed and adjusted to identify where items are situated and the current asset condition (e.g. benches). The Clerk to circulate asset register, delegating sections to be reviewed by Clerk/Councillors. (AP – Clerk)</p> <p>D: A date of the 13th August was agreed for an internal Parish Council audit of the 2024/25 accounts. Clerk to provide worksheet and documents to Cllr. Stone as per finance regulations.</p> <p>E: Following the Annual Parish Council meeting held in May, it was agreed to review the Finance Regulation following a revised model issued by DALC. (AGM 05/07/24) A review of the documents took place with changes highlighted, updating which had been replaced, removed or unchanged. Those that are legally binding and those where they can be amended to fit the Parish Council needs. Overall, the revised model has simplified the document. It was agreed to endorse and present the changes at the Parish Council meeting for resolution. Clerk to update a draft policy and circulate prior to the meeting and display on the Parish Council website. (AP – Clerk)</p> <p>F: There were no urgent requirements to discuss or note.</p> <p>F: It was agreed that Finance Committee meeting should be held on a quarterly basis where possible with some flexibility. The next meeting expected to be held in November, dates to be circulated, agreed and communicated. (AP – MH)</p>
	<p>Meeting closed at 6.20pm</p>