

# MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF WATER ORTON PARISH COUNCIL

held on Thursday 04 January 2024 at 10.00am at the Pavilion, Open Field Croft.

**Present:** Cllr. W. Rees (Chair), Cllr. R. Lowe,

**Guests in Attendance:** Cllr. S. Stuart, Cllr C. Chown

**Public in Attendance:** 0

**Minute Taker & Clerk:** Rachel Scully, [clerk@wopc.org.uk](mailto:clerk@wopc.org.uk)

The meeting was declared open at 10.15am

**1/23. Apologies:** None

**2/24. Declarations of Interest and Dispensations:** None

**3/25. Minutes: From Finance Meeting held on 12 October 2023** for information : Minutes noted, and were adopted under minute 23/088 of Full Council Meeting held on 26 October 2023.

**4/26. Payment Schedule and Summary of Accounts:** Payment schedule to end of December, and summary of accounts to end of November and December, for information and consideration only, for approval at full council meeting. The payment schedule and summary of accounts were acknowledged. It was RESOLVED to consider the summary of accounts and payment schedule for approval at the full council meeting.

**5/27. Budget 2023/24:** Review the budget to date, and consider anticipated spend to year end 2023/24. The budget to date was discussed giving consideration to anticipated spend, and the present position regarding income.

Cllr Chown had made contact with Greyhound Leisure Limited, the company who would carry out proposed repairs and maintenance of the play area, (including the breakout of the old see-saw, with supply of a reconditioned see-saw) and was in receipt of the quote and costings which were noted. It was RESOLVED to recommend to the full Council, that they approve the works.

**6/28. Closed Session:** To consider moving into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business to be discussed in part for item 5.

The finance committee meeting did not move into a closed session. No public or press were present at the meeting. Consideration was given to the salary increments, towards the anticipated spend to year end 2023/24. It was RESOLVED to obtain further information needed for approval at the full council meeting, if the information was available. In the meantime an estimate would be calculated.

**7/29. Fees & Charges 2024/25:** To consider fees & charges 2024/25 to recommend to Council. It was RESOLVED that there would be a consultation regarding proposed rent increases for pavilion hire and those who are on leases, together with the allotment holders on the basis of increase of charges by 4%. Cllr Stuart would draft the consultation letter, for the Clerk to send out.

**8/30. Budget 2024/25:** Consider planned expenditure for 2024/25, and prepare the draft budget for 2024/25 (including consideration of increase of precept amount) to recommend at full council meeting.

Consideration was given to planned expenditure for 2024/25. In view that the Parish Council had recently adopted

the Scribe Digital Accounting package, it was RESOLVED that Cllr Rees would further review the current's year budget, in order to finalise a draft budget for 2024/5 to present for approval at the full council meeting on Thursday 25 January 2024. At 7.00pm

**9/31. Reserves:** It was RESOLVED to consider the review of the earmarked reserves at the full council meeting.

**10/32. Internal Controls Review:** To consider and review the Council's existing internal controls, taking into account the new digital accounting package, Scribe, and the level of access by other users.

Consideration was given to what level of access the Councillors should have to the Scribe Accounting System. It Was RESOLVED to defer this item.

**11/33. Date for next meeting:** It was RESOLVED to defer setting a date for the next Finance Committee meeting, until after the full council meeting.

There being no further business the Chairman declared the meeting closed at 12.00 pm

Signed:..... Date: .....

DRAFT