

GRAFFHAM PARISH COUNCIL
AUGUST FINANCE COMMITTEE MEETING MINUTES
 MONDAY 14th AUGUST 2023
 GRAFFHAM RECREATION GROUND PAVILLION

Meeting opened at: 18:00	ACTION
<p><u>PRESENT</u> Cllr. Roger Coakes, Cllr. John Bracey, Cllr. Charles (Sandy) Macqueen, Cllr. Colin Barker, Cllr. Gillian Charlesworth, Cllr. Fiona Jacob,</p>	
<p><u>IN ATTENDANCE</u> Amy Harte (Locum Clerk)</p>	
<p><u>FC1/23</u> AGENDA ITEM 1: ELECTION OF CHAIRMAN AND TO CONFIRM MEMBERSHIP OF THE FINANCE COMMITTEE Cllr Coakes nominated Cllr Charlesworth as Chairman of the Finance Committee, seconded by Cllr Bracey. It was RESOLVED that the Finance Committee will be Chaired by Cllr Charlesworth and Cllr Barker, Cllr Coakes, Cllr Bracey will sit on the Committee. Cllr Macqueen is an observer and has the only access to the bank account currently and Cllr Jacob is the Councillor in charge of CIL funding.</p>	
<p><u>FC2/23</u> AGENDA ITEM 2: APPOLOGIES FOR ABSENCE None</p>	
<p><u>FC3/23</u> AGENDA ITEM 3: DECLARATION OF INTERESTS None</p>	
<p><u>FC4/23</u> AGENDA ITEM 4: TO NOTE ANY OUTCOMES OF THE 22-23 INTERNAL AUDIT The internal Audit report was discussed, and the council agreed that considering the circumstances it was good. The Council RESOLVED to post the Notice of Public Rights on the 15th August 2023. The Council discussed the delayed submission of the AGAR and Cllr. Maqueen requested the invoices due to Moore SA for late submission notices.</p>	
<p><u>FC5/23</u> AGENDA ITEM 5: TO CONSIDER THE ANNUAL BUDGET 23-24 The Annual Budget was put together at a Finance Committee meeting in January. The minutes of which were approved in the March meeting. The Council RESOLVED that the CIL should be separated from the general funds. There was a discussion in regard to Section 137 – The figure was removed as this was considered unnecessary unless specific items or requests had been made.</p>	<p>CIL funds to be separated Cllr. Charlesworth & Cllr Macqueen</p>

<p>A discussion on reserves resulted in the decision that the increases and decreases balance out.</p> <p>At the end of the meeting the issue of £150 extra being required for bulbs and plants at the War Memorial was raised. This needs to be approved and put onto the budget.</p> <p>It was agreed that Cllr Charlesworth would review the budget in light of the Committee's discussions, for resubmission to the Parish Council's next meeting. This would ensure that all new items were incorporated, CIL was separated out and all Councillors understand the operating budget for the year.</p>	<p>Cllr Charlesworth – budget review.</p>
<p><u>FC6/23</u></p> <p>AGENDA ITEM 6: TO CONSIDER CIL ALLOCATIONS 23 ONWARDS FOR THE RECOMMENDATION OF GRAFFHAM PARISH COUNCIL</p> <p>CIL Figures have been sent to the External Auditor</p> <p>Cllr Bracey updated the council on Phone Box repair quotes – they are more than originally thought £3540</p> <p>Quotes have been obtained for the restoration of all 5 finger posts in the Parish: £5680. This is greater than the allowance in the budget, it was discussed and RESOLVED to restore 3 out of the 5 this year which will save £2000</p> <p>The Recreation Ground's mower was discussed and Cllr Bracey proposed the Council fund 50% of a new machine with improved reliability and function. This would amount to roughly £4200. There were questions regarding alternatives to the suggested purchase and it was suggested that more quotes should be obtained before a decision could be made.</p> <p>Notice boards were discussed as a new one was being considered by the previous council. It was RESOLVED that there was low commitment to new notice boards.</p> <p>CIL items already agreed will be paid as invoiced.</p> <p>A discussion on CIL reporting took place and Cllr Jacob will investigate further.</p>	<p>Cllr Charlesworth to re present the budget before authorising any of these payments.</p> <p>Cllr Jacob to investigate CIL reporting.</p>
<p><u>FC7/23</u></p> <p>AGENDA ITEM 7: TO APPROVE BANK ACCOUNT SIGNATORIES</p> <p>It was thought that all Finance Committee members should be signatories and Cllr Macqueen thought it would be best if someone else also had access to the bank account. There was some discussion on whether more than one person could have bank account access.</p>	<p>Cllr. Charlesworth to investigate possibility of bank access for more councillors.</p>
<p><u>FC8/23</u></p> <p>AGENDA ITEM 8: TO REVIEW THE ASSET REGISTER AND NOTE ANY ACTION REQUIRED</p> <p>The Asset register was discussed and the finger posts are not on it. The Insurance cover is up to date but the Asset register needs reviewing.</p>	<p>Cllr Bracey to review the Asset Register.</p>
<p><u>FC9/23</u></p> <p>AGENDA ITEM 9: THE KATHLEEN MAUD GUILLOD FUND – TO BRIEF NEW COMMITTEE MEMBERS AND AGREE ANY ACTION REQUIRED</p>	<p>Cllr Charlesworth to ask the bank re</p>

<p>Cllr Charlesworth had looked into this and is yet to find out how payments are made as there seems to be no access to the account apart from a cheque book. Cllr Charlesworth will ask the bank to ensure access to the account.</p>	<p>access to the KMG account</p>
<p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>	

Meeting closed 21.30