

Minutes of the Fressingfield Parish Council Finance Committee meeting held in Sancroft Hall, Fressingfield on Thursday 14 July 2022 at 7.30pm

Present: Councillors Garry Deeks, Philip Eastgate, Tom Lindsay and Nick Stolls.

Also in attendance: No members of the public; Andy Parris, clerk to the council and responsible finance officer (RFO).

- 1 It was agreed that NS would chair the meetings for the next year.
- 2 The Chair welcomed everyone to the meeting.
- 3 Apologies for absence: There were none.
- 4 Members' declarations of interest. There were none.
- 5 Notification by councillors of any lobbying related to an agenda item. There were none.
- 6 The first quarter income and expenditure were compared to the budget plan. The worksheet had been previously circulated. There was discussion relating to individual lines. It was agreed to find ways to sell the stamps held by the council and then exchange any left unsold for the new style of stamps with barcodes. The need to monitor closely CIL receipts and payments was recognised as these have a 'shelf-life' of 5 years. The committee agreed that the expenditure and income was satisfactorily in line with the budget.
- 7 The internal audit report for 2021-22 was discussed. The committee agreed that the report showed how much had been done in recent years to ensure that the council manages its responsibilities, including finances, in a transparent and organised way, whilst paying due regard to appropriate guidance and legislation. The committee thanked the RFO for this work. Some aspects of the audit report were a little unclear, to do with grants and donations for example. The RFO to clarify and report back to the committee.
- 8 An application for a grant from Fressingfield Playing Field Management Committee was considered. The committee decided to refer this application to the full council. RFO to get further details from the PFMC for a previous grant.
- 9 The finance regulations were reviewed. The committee agreed to recommend a change to the limits relating to contracts in Section 11 paragraph h of the regulations. With this change the committee will recommend the council adopts the regulations.
- 10 The staff appraisal policy was discussed. It was agreed that this did not need amending and that it would next be reviewed in July 2024. It was noted that re-enrolment with the Pensions Regulator must be completed by January 2023.
- 11 The parish cemetery charges were reviewed. These charges were compared to those of parishes of a similar size and with two town cemetery charges. It was agreed to increase the charges by approximately 50%. This will bring them close to but still below the charges in neighbouring parishes. The charges will next be reviewed in July 2024.

There being no further business, the meeting closed at 9.15pm.

Signed:

 Chair

Date 20.7.22.

Date of the meeting: 14/07/22