



Fressingfield Parish Council

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Minutes of a finance committee meeting of Fressingfield Parish Council held in Sancroft Hall, Fressingfield on Tuesday 18 April 2024 at 2pm.

Present Parish councillors Hilary Day, Garry Deeks, Tom Lindsay,

Also in attendance: Andy Parris, clerk to the council and responsible financial officer (RFO), Steve Crossman-Black as observer

- 1 Welcome: Cllr HD chaired the meeting and welcomed everyone.
- 2 Apologies: There were apologies for absence from Cllr N Stolls. His reasons for absence were approved.
- 3 Declarations of interest: There were none
- 4 Lobbying: There had been none
- 5 The public forum: No members of the public were present.
- 6 The committee reviewed end of year documents from 2023-24
 - 1 payments and receipts of budget plan The RFO described a continuing problem with the .gov.uk webmail. This will need to be resolved by a professional software problem solver. The committee agreed that payments and receipts were in line with the budget plan, as revised in December 2023. This is to be expected as the budget had been monitored by the committee throughout the year.
 - 2 year in summary compared to previous year Significant differences were the result of internal transfers between council accounts. By making these transfers, the council had accrued £1,800 in interest during the year.
 - 3 the end of year reconciliation statement The committee confirmed that the figures used on this statement agreed with the bank statements. The committee agreed to recommend that the full council approves the end of year reconciliation statement.
 - 4 Annual Governance and Accountability Return (AGAR) section 2 including explanation of variances. The committee noted that this does not include internal transfers as recommended in last year's external audit (in accordance with the Practitioner's Guide paragraphs 2.14 and 2.18.) The committee decided to recommend that the full council approves AGAR s2.
- 7 The committee discussed different complications around making a grant to Playtime. The committee decided that in principle it would give a grant to Playtime of £750 for outdoor storage.
- 8 The committee decided to make recommendations to the full council for changes to the budget for 2024-25. These changes are necessary as the budget was set in December 2023 and the normal budget revision would not normally be until December 2024
- 9 The committee approved the community infrastructure levy (CIL) report for 2023-24 and Cllr HD signed it. The committee discussed the CIL budget plan and noted how the latest payment (£22,154.93) had been received as anticipated. Councillors commended the RFO and Cllr NS for designing a spreadsheet that made it more straightforward to monitor CIL. The committee approved the latest estimate for the installation of larger poles to hold the solar SIDs (£1,140). The committee noted that some new road signs have yet to be set up. These were added to the original road sign project agreed with Suffolk Highways.
- 10 The committee agreed draft agendas for meetings in the rest of the year. It also decided that future meetings would be set on the first Tuesday of the month at 2pm in Sancroft Hall – 2nd July, 1st October, 3rd December, 4th February, 1st April.

The meeting closed at 3.55pm

Signed:  Chair

Date 25 . 4 . 24

Date of the meeting: 03/01/2023

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Clerk to the council: Andy Parris. clerk.fresspc@gmail.com 01379 586745