

CAISTER ON SEA PARISH COUNCIL

24th June 2024

A FINANCE COMMITTEE

meeting was duly
convened and held at The
Council Hall at 1900 hrs.

Present: Councillors J Jarzembski, C Kirk, P Hammond, P Sleet, R Wilkinson and
K Wood
Parish Clerk Mrs E Dyble
Assistant Clerk Mrs Z Porter

01 Election of Chair

On the motion of Councillor R Wilkinson, seconded by Councillor P Hammond, agreed by all members present it was:-

Resolved - Councillor P Sleet be elected as Chair of the Finance Committee for the ensuing year 2024/25

02 Election of Vice-Chair

On the motion of Councillor J Jarzembski, seconded by Councillor P Hammond, agreed by all members present it was:-

Resolved - Councillor R Wilkinson be elected as Vice-Chair of the Finance Committee for the ensuing year 2024/25

03 Apologies for Absence

None

04 Declaration of Interest

None

05 Minutes of Previous Meeting

The minutes of the previous meeting held on 29th April 2024 were proposed by Cllr. R Wilkinson, seconded by Cllr. K Wood, agreed by all members present and signed by the Chair

06 Annual Internal Audit Report 2024

It was proposed by Cllr. K Wood, seconded by Cllr. P Sleet and agreed by all members present to invite the Internal Auditor to the next Finance committee meeting on 15th July 2024 to discuss the Annual Report that had been submitted : **Resolved recommend Council invites Internal Auditor to next Finance meeting**

To receive, discuss and recommend actions to Parish Council:

- a) To keep a record of all employee payslips. This is a legal requirement for 6 years - **Resolved copies held on HMRC website**
- b) To rectify the process used to pay Clerks work from home allowance - **Clerk to put in hand**
- c) To clarify all staff members current terms of employment in written statements,

amendment to contract letters if different from contract terms held. The Clerks contract is historical and there is no record of the transition to what is currently being paid - **Resolved Personnel Committee to be set up to deal with**

- d) To update the bank reconciliation template used **Resolved Clerk to attend to**
- e) Council must set the precept against a budget showing a three-year forecast. The budget is anticipated spend against anticipated income. It does not allow for anticipated end of year balances, ear marked reserves, or general reserves. As a standalone figure the underspend or overspend from previous years is not allowed for. This is why Caister Parish Council is accruing a large balance, it is budgeting inadequately. Regular budget reports (expenditure/income against projected budgets) must be reported to council. This is a legal requirement - **Resolved recommend Council notes this and revises Budget Reports accordingly**
- f) The precept calculation must include money held, ear-marked reserves and general reserves. The precept is currently being set inadequately - **Resolved recommend present procedure to be amended accordingly**
- g) To consider a general reserves policy - **Resolved recommend Council provides one**
- h) To amend the budget expenditure quarterly report template to be able to compare expenditure to the budget figures -
- i) That the Council seeks independent advice on any potential VAT liability.
- j) That Council agree an investment strategy and publish same.
- k) That the Council reviews the bank accounts held and ensures that no more than £85,000 is held in each bank.
- l) As per last year's recommendation, that an investment strategy be agreed by Council urgently and money transferred to bring holdings with any one bank under the limit of the FCSC agreement. I have recommended to the Clerk that the current account be transferred to UNITY bank which will offer the necessary level of authorization for payments to be made.
- m) Requirement for 2 x Mobile Phones to be purchased for use by the Clerk and Asst. Clerk. After discussion it was proposed by Cllr. P Hammond, seconded by Cllr. R Wilkinson that 2 x Mobile phones be purchased as soon as possible - **Resolved Council purchases Mobile phones as above**
- n) That any requirement for tree surveys and playground inspections be investigated - **Recommend Council gets Tree Surveys and Playground Inspections carried out as soon as possible**
- o) Update the Standing Orders and Financial Regulations - **Resolved matter in hand**

07 Caister Festival

Cllr. K Wood proposed the purchase of Festival Banners at a cost of £245.00. After discussion it was proposed by Cllr. P Hammond, seconded by Cllr. R Wilkinson and agreed by all members present to purchase banners - **Resolved recommend Council agrees to purchases banners for £245**

08 Succession Plan

Cllr. P Sleet - proposed a budget entry and finance allowance made and recorded for the recruitment, training and equipping of the new hire of a replacement for the eventual expected departure of the Clerk and Assistant Clerk, also the process to initiate the recruitment. After discussion it was proposed by Cllr. P Hammond,

seconded by Cllr. K Wood and agreed by all members present to set up a Personnel Committee - **Resolved recommend Council sets up a Personnel Committee**

09 Noticeboard – North Caister

Cllr. K Wood proposed the purchase of a new Noticeboard for North Caister, allowing £1,000. After discussion it was proposed by Cllr. R Wilkinson, seconded by Cllr. P Hammond and agreed by all members present to purchase Noticeboard - **Resolved recommend Council agrees for Clerk to purchase Noticeboard, allowing £1,000**

10 Date of next meeting

The date of the next meeting is 15th July 2024
: **Noted**

11 Closure of Meeting

The meeting closed at 2010 hrs.

Chair:

Date: