



Loxwood Parish Council

Minutes of the Parish Council Finance Committee Meeting held in the Mursell Room of North Hall on Tuesday 16th April 2024 at 7.00pm.

F/01/24 Attendance: Parish Councillors: Roger Newman (Chair); Rick Kelsey; Annette Gardner; Sarah Dobson; Valerie Woods; Charles Todhunter (left the meeting at F/6.2/24); Jamie Lynch. Jane Bromley Parish Council Clerk. No members of the public.

Apologies for absence: None.

Non- attendance: Parish Councillor Annette Gardner

F/02/24 Declaration of Members' Interests – None.

F/03/24 Approval of the minutes of the Finance meeting held on 14th November 2023. The Parish Council Finance Committee **RESOLVED** to approved the minutes.

F/04/24 Public Participation. No speakers.

F/05/24 ANNUAL RETURN 2023-2024- The Parish Council Finance Committee **RESOLVED** to approved the documents listed below for Internal Audit.

5.1 APPENDIX 5.1 To review the working details for the Annual Return-

5.3 APPENDIX 5.2 To note the outstanding balance on the PWLB statement;

5.4 APPENDIX 5.3 To review the Fixed Asset Schedule as at 31st March 2024;

The renovation of the Fingerpost Sign near the Plaistow Junction by the Parish Council was discussed as whilst it is currently a WSCC asset once renovated by the PC would it come under PC ownership and therefore insurance responsibility. The renovations had not yet taken place and would be researched by the Clerk for the asset schedule for 24/25. **ACTION Clerk.**

5.5 APPENDIX 5.4 To note and approve in the positive if appropriate to the Parish Council page 4 ANNUAL GOVENANCE STATEMENT of the AGAR and page 5 ACCOUNTING STATEMENTS for 2023/2024 for Internal Audit.

F/06/24 EAR MARKED RESERVES and Budget.

6.1 Appendix 6.1 To note the calculation of RESERVES AND EAR MARKED RESERVES as at 31st March 2024.

The Clerk was asked to take out nil balance lines. It was noted there was to be no CIL payment made from CDC in April 24 and the next payment date was October 24. There were sums due to the Parish but these were reliant on the progress of sites and payments from the developers.

The allocation of funds to go towards the Loxwood heritage website and village signs which required constant updating and research was discussed briefly and would be considered on the full Council agenda in June. **ACTION Clerk**

6.2 Appendix 6.2 To note the income and expenses per budget heading at 31 March 2024 compared to 24/25 precept calculation.

The 24/25 precept calculation were considered and it was noted a budget of £1000 had been allocated towards Neighbourhood Planning on the assumption that the majority of costs would be covered by grant funding. The current year's Locality grant funding process had not yet opened and indeed last year it did not until August, therefore the Clerk advised if the Parish Council wished to progress with an independently funded Design Code consultant the allocation would not be sufficient and reserves would need to be used.

F/07/24 GOVERNANCE AND TRANSPARENCY CODE: The Audit provides an opportunity to provide full financial details of the Council to the public domain, however, the code has become a lot stricter and certain operating features of our Council do not comply and are likely to be raised by the Auditors.

7.1 Bank Reconciliations should be recorded as reviewed and authority given to the Chair to sign at our meetings. Currently this is reviewed and signed outside of the meeting by the Chair without any record in the minutes.

7.2 Expenditure against budget should be reviewed at least quarterly by the Council and published on the website as reviewed.

Recommendations:

- To review and authorise signature of the Bank Reconciliations at the Full Council Meeting monthly;
- To review quarterly Expenditure against Budget at the Full Council Meeting.

The Parish Council Finance Committee **RESOLVED** that in future bank reconciliations and quarterly expenditure against budget would be considered on the Full Council agenda at the time of the approval of payments.

F/08/24 LOXWOOD SCHOOL WELLBEING GARDEN: The Finance Committee to consider on behalf of the Parish Council the letter from pupils of Loxwood School for contributions towards their Wellbeing Garden.

The Clerk was asked to put Loxwood Community Garden Initiative (LCGI) in touch with the school to help with the garden and also to write back to the school pupils with a voucher for £100.

ACTION Clerk

F/09/24 ACCOUNTS FOR PAYMENT: The Committee to approve payments:

North Hall Trustees Caterpillars Room Hire January to March 2024 £240.00. The Parish Council Finance Committee **RESOLVED** approval of the payment to North Hall of £240.00 for the North Hall room hire for the Caterpillars Group. **ACTION Clerk**.

F/10/24 Date for next Finance meeting to set the precept 12th November 2024 Main Hall North Hall 7.30pm

The meeting closed at 7.55pm