

Clerk to the Council/RFO: Julie Hodgkiss
Chairman: Cllr Caroline Clode

Minutes of the **Finance and Personnel Committee** Meeting held at 7:15pm on **Monday 28th November 2022** at Lythwood Room, Bayston Hill Memorial Hall.

Present: Cllrs C Higgins (CH), P Higgins (PH), Clarke (TC), Clode (CC), Teckoe (CT) (Chair)

Not in attendance: A Parkhurst

In attendance: Julie Hodgkiss, Clerk

F25.22/23 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

Apologies were received from Cllr Parkhurst – ill health

F26.22/23 DECLARATIONS OF INTEREST

None

F27.22/23 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS

None

F28.22/23 MINUTES

RESOLVED: CT proposed to approve the minutes of the Finance and Personnel meeting 25th July 2022, seconded by CC and agreed by all members present, they were duly signed.

F29.22/23 FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY

The Clerk presented the position of financial cost centres at the end of the 2nd Quarter 2022 highlighting variances from the predicted spend. Members noted the report.

F30.22/23 DRAFT BUDGET 2023/24

The Clerk presented the Draft Budget 2023/4. Members asked that the Clerk check information around

- Business rates
- Clerks pension
- Input error at line 63

Members noted the report.

F31.22/23 BANK RECONCILIATION

Members noted the latest Bank Reconciliation, signed by Cllr Clode.

F32.22/23 QUARTER TWO VAT RETURN

Members noted the VAT return for Q2

F33.22/23

TRACTOR REPAIRS

RESOLVED: CH proposed to approve the spend of £1400 plus VAT on the tractor repairs, seconded by CC and agreed by all members present.

F34.22/23

POLICY UPDATES

RESOLVED: PH proposed that with the addition of provision of electric car use to the expenses policy that the following policies be recommended to Full Council for adoption.

- Expenses
- Flexible Working
- Home Working
- IT
- Lone Working
- Mat leave

Seconded by TC and agreed by all members present.

F35.22/23

STAFF ANNUAL LEAVE

Members noted the report