

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

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Minutes of the **Finance and Personnel Committee** Meeting held at 7:15pm on **Monday 28<sup>th</sup> 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 25<sup>th</sup> 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 2<sup>nd</sup> 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

**Secoded by TC and agreed by all members present.**

**F35.22/23**

**STAFF ANNUAL LEAVE**

Members noted the report

**DRAFT**