

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 24th July 2023** at Lythwood Room, Bayston Hill Memorial Hall.

Present: Cllrs T Clarke (TC), C Clode (CC), P Stevens (PS), C Teckoe (CT), M Underwood (MU),

Not in attendance: N/A

In attendance: J Hodgkiss, Clerk

- F01.23/24 **ELECTION OF CHAIR**
RESOLVED : TO nominated CT to be Chair of Finance and Personnel for the 2023/24 year, seconded by MU and agreed by all members present.

Cllr Teckoe took the Chair.
- F02.23/24 **ELECTION OF VICE CHAIR**
RESOLVED: MU proposed himself as Vice Chair, this was seconded by PS and agreed by all members present.
- F03.23/24 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**
N/A
- F04.24/25 **DECLARATIONS OF INTEREST**
None
- F05.23/24 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**
None
- F06.23/24 **MINUTES**
RESOLVED: CC being the only member that was present at the meeting confirmed the accuracy of the minutes of the Finance Committee meeting held on Monday 27th March 2023.
- F07.23/24 **BANK RECONCILIATION**
Noted. Members were given the opportunity to scrutinise all bank reconciliations and associated statements for the year so far.
- F08.23/24 **BUDGET MONITORING TO END OF Q1**
Noted. The Clerk explained the variances that have occurred against the budget in Q1. There were no areas of concern.
- F09.23/24 **VAT RETURN Q1**
Noted.

F10.23/24

FINANCIAL SPOT CHECKS

Noted. Members were given the opportunity to scrutinise the paperwork completed by Cllr Osenton. The Clerk agreed to review the usage of purchase orders as recommended by MU.

F11.23/24

APPRAISALS

Members noted that there was one staff appraisal outstanding that was due for completion in August.

F12.23/24

POLICY REVIEW

Policies presented for review would be recommended to Full Council in September for adoption.

F13.23/24

STAFF LEAVE

The Clerk received a request from a member of staff to increase their TOIL amount in order to increase their hours in the Summer and reduce them in November and December. Members agreed with the stipulation that this was an exceptional circumstance and it was to be monitored to see if it caused any issues in the Winter months.