

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 18th March 2024** at The Memorial Hall.

Present: C Clode (CC), T Clarke (TC), P Stevens (PS)

In the absence of the Chairman or Deputy Chairman

RESOLVED: CC proposed PS to Chair the meeting this was seconded by TC and agreed by all members present.

F38.23/24 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE

Apologies were received from Cllr Underwood – annual leave, Cllr Teckoe – work commitments.

F39.23/24 DECLARATIONS OF INTEREST

None

F40.23/24 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS

None

F41.23/24 MINUTES

RESEOLVED: PS proposed to approve and sign the minutes of the Finance and Personnel Committee meeting held on Monday 15th January 2024, seconded by TC and agreed by all members present.

F42.23/24 BANK RECONCILIATION

Members were given the monthly bank reconciliations from April 2022 to date to review. Noted.

F43.23/24 FINANCIAL SPOT CHECKS

Members were given the financial spot check forms from January 2023 to Feb 2024 to review. Noted.

F44.23/24 QUARTER THREE VAT RETURN

Noted

F45.23/24 STAFF ANNUAL LEAVE

It was unanimously agreed to permit a staff member to carry over 2 weeks leave (pro rata) due to exceptional circumstances.