

**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 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 15<sup>th</sup> 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.