

**Clerk to the Council/RFO: J Hodgkiss**  
**Chairman: Cllr R Ruscoe**

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Minutes of the **Finance and Personnel Committee** Meeting held at 6pm on **Wednesday 21<sup>st</sup> May 2025** at Oakmeadow Primary.

Present: M Jones (MJ), A Price (AP), R Ruscoe (RR), C Teckoe (CT) Chairman

JH - Clerk

F01.25/26 **ELECTION OF CHAIR**

**RESOLVED:** CT nominated Cllr Alan Price to be Chairman of the Finance and Personnel Committee for 2025/26, seconded by RR and agreed by all members present. AP took the Chair.

F02.25/26 **ELECTION OF VICE CHAIR**

**RESOLVED:** AP nominated Cllr Chris Teckoe to be Vice Chair of the Committee, seconded by RR and agreed by all members present.

F03.25/26 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

Apologies were received from Cllr Underwood – holiday.

F04.25/26 **DECLARATIONS OF INTEREST**

None

F05.25/26 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**

None

F06.25/26 **MINUTES**

**RESOLVED:** CT proposed to approve and sign the minutes of the Finance Committee meeting held on Monday 13<sup>th</sup> January 2025, seconded by MJ and agreed by all members present.

F07.25/26 **BANK RECONCILIATION**

Members noted the year end Bank Reconciliation for all accounts in detail, including Petty Cash to 31 March 2025 has been checked & approved by Cllr. Ruscoe and were given the opportunity to scrutinise the hard copy 12 months of reconciliations including April 2025.

F08.25/26 **INTERNAL AUDITORS REPORT**

Members noted the report and subsequent actions by the Clerk.

F9.25/26 **ANNUAL GOVERNANCE STATEMENT**

**RESOLVED:** CT proposed to recommend approval to Full Council the statement of good governance with respect to the year 1 April 2024 – 31 March 2025, seconded by RR and agreed by all members present.

- F10.25/26      **ANNUAL RETURN**  
**RESOLVED:** CT proposed to recommend to Full Council its approval of the Annual Financial Return for the period 1 April 2024 – 31 March 2025. Public inspection notice will be published Tuesday 3rd June 2025, period of inspection to run from Wednesday 4th June 2025 to Tuesday 15th July 2025, seconded by RR and agreed by all members present.
- F11.25/26      **FINANCIAL SPOT CHECKS**  
Members noted the hard file financial spot check forms up to 31<sup>st</sup> March 2025 that had been reviewed by AP.
- F12.25/26      **VAT**  
Members noted the quarterly VAT returns for 2024/5.
- F13.25/26      **APPRAISALS**  
**RESOLVED:** RR proposed to agree an appraisal timetable for 2025/26, starting with the Clerk in July, seconded by MJ and agreed by all members present.