

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

Minutes of the **Finance and Personnel Committee** Meeting held at 7:15pm on **Monday 22nd July 2024** at Christ Church.

- Present: T Clarke (TC), A Price (AP), R Ruscoe (RR), C Teckoe (CT) Chairman, M Underwood (MU)
- JH - Clerk
- F12.24/25 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**
Apologies were received from Cllr Stevens – ill health
- F13.24/25 **DECLARATIONS OF INTEREST**
None
- F14.24/25 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**
None
- F15.24/25 **MINUTES**
RESOLVED: MU proposed to approve and sign the minutes of the Finance and Personnel Committee meeting held on Monday 20th May 2024, seconded by RR and agreed by all members present.
- F16.24/25 **BANK RECONCILIATION**
Members noted that the Bank Reconciliation for all accounts, including Petty Cash to 31 June 2024 has been checked & approved by Cllr. Clode/Rusco. The Bank Rec folder was circulated.
- F17.24/25 **BUDGET POSITION Q1**
Members noted the current budget position. Variances pointed out were Business rates levied on Pavilion for the first time.
Zipwire – to be paid for from CIL
Allotment fencing – from earmarked reserve
Surveys for Pavilion refurb – from earmarked reserves
- F18.24/25 **VAT RETURN Q1**
Members noted the Q1 VAT submission reports. The Clerk pointed out that Scribe would be helping with correcting the unclaimed VAT as highlighted by the internal auditor at year end. This would be done with this quarters submission.
- F19.24/25 **FINANCIAL SPOT CHECKS**
Members noted the finance spot checks up to June 30th. The folder was available for members to inspect.
- F20.24/25 **RECRUITMENT UPDATE**

The Clerk gave a verbal update on our 2 new recruits. Both have settled in well and were meeting all expectations.

DRAFT