

**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 7:15pm on **Monday 25<sup>th</sup> November 2024** at The Memorial Hall.

Present: T Clarke (TC), A Price (AP), R Ruscoe (RR), C Teckoe (CT) Chairman, M Underwood (MU)

JH - Clerk

F31.24/25 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**  
Apologies were received from Cllr Stevens – personal commitment.

F32.24/25 **DECLARATIONS OF INTEREST**  
None

F33.24/25 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**  
N/A

F34.24/25 **MINUTES**  
**RESOLVED:** MU proposed to approve and sign the minutes of the Finance Committee meeting held on Monday 30<sup>th</sup> September 2024, seconded by RR and agreed by all members present.

F35.24/25 **BANK RECONCILIATION**  
The Clerk circulated the folder containing the bank reconciliation for all accounts, including petty cash to 31 October 2024 has been checked & approved by Cllr. Ruscoe. Noted.

F36.23/24 **VAT RETURN**  
The Clerk shared the VAT 100 report and the VAT submission made to end Q2 2024. Noted.

F37.23/24 **FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY**  
Taken in conjunction with the next item.

F38.23/24 **DRAFT BUDGET**  
The Committee looked at the draft budget line by line. The majority of items had been increased by 5%. Some items had remained the same as there was not an expected increase in these items. The council tax base figures have not been received yet so precept was estimated on last years figures equalling a precept increase of 3.3% on this first draft.

The reserve amounts had no change this year shown so far. The income amount looked inflated due to payments for some large invoices paid in this current year and not 2023/24.

The financial position to date was shown with big items (zipwire, allotment fencing, pitch maintenance) – these items will be paid for from the earmarked reserves and CIL monies and have not been vired, this is to show variance. Committee asked if this could be produced without showing these items so members could see both. Draft budget will now be received at Full Council on December 16<sup>th</sup>.