

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 25th September 2023** at Lythwood Room, Bayston Hill Memorial Hall.

Present: Cllrs T Clarke (TC), C Clode (CC), P Stevens (PS), C Teckoe (CT), M Underwood (MU),

Not in attendance: N/A

In attendance: J Hodgkiss, Clerk

F14.23/24 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**
None

F15.24/25 **DECLARATIONS OF INTEREST**
None

F16.23/24 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**
None

F17.23/24 **MINUTES**
RESOLVED: MU proposed to approve and sign the minutes of the Finance Committee meeting held on Monday 24th July 2023, seconded by TC and agreed by all members present.

F18.23/24 **BANK RECONCILIATION**
Members notes that due to technical difficulties the Clerk was able to present the Bank Reconciliation for all accounts to 31 July 2023 only.

F19.23/24 **FINANCIAL SPOT CHECKS**
Members were given the opportunity to scrutinise the hard copies of the financial spot checks carried out for May, June and July by Cllr Osenton. No concerns were raised.

F20.23/24 **DOCUMENTS FOR REVIEW**
RESOLVED: MU proposed to recommend the policies to Full Council for adoption - there were no changes from the previous year, seconded by CC and agreed by all members present.
The Clerk wished to highlight the success of the Memorialisation Policy since its adoption.

F21.23/24 **STAFF LEAVE**
RESOLVED: PS proposed that a request for 3 weeks leave in January was approved (this is outside of normal amounts permitted at one time as

per the staff handbook) as it is a quieter time for the team, seconded by CC and agreed by all members present.

Meeting closed 7.30pm

DRAFT