**Minutes of Parish Council Finance Committee held on Thursday 26th May 7pm** **at**

**Oakthorpe Community Leisure Centre aka ME Sports East Midlands Centre.**

Present: Cllrs: S McKendrick, C Keeley, N Antill Holmes, R Dyason, C Keeley

Officers: K Grove – RFO,

**F052201 Election of Chairman of the Finance Committee**

*Cllr S McKendrick nomin*ated & voted in as chair **- unanimous.**

**F052202 Election of Vice Chairman of the Finance Committee**

Cllr N Antill-Holmes nominated & voted in as vice-chair - unanimous.

*7.04pm Cllr Dyason arrived*

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**F050103 APOLOGIES**

Cllr D Warren

**F0522004. In accordance with Section 31 of the Localism Act 2011, to enable members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Council’s Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time**.

None

**F0522005. PUBLIC QUESTION SESSION**

**None**

**F0522006**

**n/a**

**F0522007** BUDGET 2022-2023

**F0522007.1** review amendments

Clerk PS26 substantive benchmark range

**Recommend ammended budget to council**

**F0522007.2** reserves

**Recommend ammended reserve pots to council**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Present |  |  |
| **Total Reserves** |  | **£70,322** | **£70,322** | **Suggested pot alternation** |
|  | LC Covid Grant | £2,428 | £0 | £0 -move to building asset |
|  | PC Reserves | £0 | £9100 | £9300 (from MUGA pot) |
|  | Building Asset -green change & reserve funds | £2,000 | £4428 | £4428 (£2000 in pot + £2428 covid grant) |
|  | MVAS funds | £1,000 | £1000 |  |
|  | IT equipment - start saving | £0 | £0 |  |
|  | Memorial Grounds Project | £0 | £8000 | £8000 (Muga pot) |
|  | MUGA fund | £59,000 | £31900 | £31,700 (£26900 surface & £5K fee) |
|  | PCO Office Pot | £5,000 | £15000 | £15000 (£10000 muga pot + £5000 in pot) |
|  | IM MVAS | £894 | £894 |  |

**Recommend -To postpone office building works unil new OCLC management is settled.**

**F0522007.3** MUGA Costs

**Recommend replacing ground surface dura-sport £26,883**

**F0522008** Bank Account / Financial Regulations

**Recommend - amendments to financial regs**.

**Removal of :-**

petty cash 6.21

staff shall not use personal credit/debit card (end 6.20)

**Addition to financial reg 5.11-5.13**

The council has agreed to the Terms and Conditins of Unity Trust Bank plc, and has appointed the Bank as the main council account.

The council will maintain a register of Councillors who will authorise electronic payments, to enable the business of the council to be carried out without disruption or delay. All electronic payments will be authorised by two electronic signatures.

All transactions will be approved at the next full council meeting.

**Noted**

Use of business credt card is noted in regs.

**F0522009**

To confirm bank reconciliation & bank statements are verified as a true record in-line with financial regulations.

**Recommend – these are compared and signed by a member of the finance committee (not the chair) quarterly at a full council meeting.**

**F0522010** Credit Card Policy

**Recommend to council for acceptance**

**F0522011** Donisthorpe Green Hill Street Tree Survey

**Recommend approval by full council**

**F0522012** Project list update

Cllr S McKendrick to ammend

**F0522013**

Nest – named councillor

**Recommend Cllr McKendrick and Cllr Antill-Holmes as named councillors for NEST pension provision**

**F0522014**

Future meetings by Teams

Finance Committee agreed to meet quartrly by team to discuss the budget. Separate F2F meeting to set new budget 2023/2024

**F0522015**

Date of next meeting

23rd August by Teams – quarterly review

F2F 1st Budget meeting 2023/2024

29th September 7pm OCLC

**F0522017**

Close meeting 8.30pm