



MINUTES of the meeting of the Parish Council **FINANCE COMMITTEE** held on **Wednesday 17th April 2024** at 7.30pm in Winterton Hall, Plaistow.

Present Cllr. Phil Colmer (Finance Committee Chair); Cllr. Paul Jordan; Cllr Rick Robinson; Cllr. Andrew Woolf; Jane Bromley (Clerk and RFO). No members of the Public.

F/23-24/028 Apologies for absence: Apologies were received and accepted from Cllr Nicholas Taylor.

F/23-24/029 Disclosure of interests
None.

F/23-24/030 Minutes: The Committee **RESOLVED** to **APPROVE** the minutes of the Finance Committee meeting held on [9th January 2024](#). Which will be signed by the committee Chair via Secured Signing, as a true record in accordance with Standing Order 12(g) and published on the Council's website.

F/23-24/031 Public participation: None.

F/23-24/032 Quarter 4 Finances:
The Committee **NOTED:**
VAT – Qtr. 4 submission for repayment to HMRC.

The bank reconciliations for Qtr. 4 (January – March 2024).

The 2023/24 Budget Forecast Comparison spreadsheet at Quarter 4 (End of Year).

The underspend for the year was noted at £19168 which was transferred to Reserves for future use as some of the allocated budget had not been used in the year but the expense remains active. The General Reserve remains negative at **£18,625** and the Ear Marked Reserves increase to £62,815 and a contingency Reserve of £3000 for Traffic Calming. The comparison spreadsheet would be published on the website after noting by the Parish Council at its meeting on 8th May 2024.

F/23-24/033 Banking:

The Committee **RESOLVED** to approve that the Direct Debit payments, as listed below, be recommended to Full Council to continue for 2024/25.

Scottish and Southern Electric, BT, Information Commissioners Office, Public Works Loan Board and Smart Numbers.

F/23-24/034 Grant Applications:

The Committee RESOLVED that the following grants for the purpose noted be paid or paid subject to conditions:

Loxwood Sports Association- £500 for a defibrillator subject to the Clerk contacting BEAT to ascertain if there was a more appropriate way to establish a Defibrillator at a Sports Centre.

Kirdford Church- £1250 for maintenance of the active churchyard rather than the total amount applied for of £1500 the balance for additional works to the conservation area to improve the area as this is outside the Parish area of responsibility. This donation subject to the Clerk ascertaining from the Kirdford Parish Council as to whether they make similar contributions to the Churchyard maintenance.

Friends of Chichester Hospital £50 as applied for.

F/23-24/035 2024/25 Budget:

The Committee discussed the budget for the forthcoming year at length and **RESOLVED** to recommend to the Parish Council the allocation of funds as circulated. An overall budget deficit of **£7619** was anticipated at this stage of the year however the General Reserve is in the positive amount of £9070 and Ear Marked Reserves including a £1000 Contingency Reserve for Traffic Calming of £30500. This would be published on the website once approval had been obtained from the Parish Council at its meeting on 8th May 2024.

F/23-24/036 CIL Monitoring 2023/2024

The Committee **RESOLVED** to approve the CIL Monitoring Form showing a nil CIL balance at the year ended 31st March 2024 with CIL expenditure in the year of £4591.13 on the bus stop provision in Ifold near the Ifold Stores.

F/23-24/037 Meeting Dates

- End of Qrt.1 meeting Finance Committee Meeting - **9th July 2024**, 7.30pm, Kelsey Hall, Ifold.

The meeting closed at 8.30pm.

DRAFT