

Minutes of Trowse with Newton Parish Council – Finance Committee meeting held on 21st August 2023 at 6.30pm, in The Manor Rooms, Trowse.

Present

Cllr Haynes (Chair) Cllr Bowers, Cllr Owen, Cllr King and Kate Leggett (Clerk)

001 (001) Apologies

None

002 (002) Declarations of Interest and Dispensations

None for this meeting

003 (003) Minutes of the previous meeting

Minutes of the meeting held on the 19th June 2023 were **agreed and signed**.

004 (004) Matters Arising from the previous minutes

None

005 (005) Public Forum

None

Cllr King entered the room and apologised for being late.

006 (006) Financial Procedures

6.1 Approval of payments and bank reconciliation for June and July 2023

a) **Payments and Bank reconciliations for June and July 2022 were agreed and signed.**

6.2 Budget monitoring. The budget was reviewed, and it was thought that we are on target for spends so far this year. The next review will be in October at the half year point. Committees are due to start budget setting process over the next couple of months with a view to signing off on the agreed budget at the December Full Council meeting.

6.3 Room hire fees. There was a general discussion around the room hire fees for meetings due to an increase in the cost of late being above our budgeted sum. This shall be put to the Manor Rooms committee.

6.4 Annual village event. Cllr Haynes asked if there was an appetite for an annual event for the village and it was generally agreed that this was a good idea. A budget provision would have to be agreed and the event itself would sit with the Open Spaces Committee. The Clerk is to put this on the agenda for the next Open Spaces meeting with a view to factoring it into next year's budget. It was thought that the management and organising of such an event would need a working group to ensure that one person didn't get overloaded with tasks.

007 (007) Banking Issues

7.1 Santander account. The Clerk has once again been in contact with the bank about signatories and was told that no specifics could be discussed as she wasn't named on the account. She was asked to submit a change of mandate form for all the new signatories and their proof of ID, along with another copy of the minutes where the new signatories were agreed and the letter from our accountant.

009 (009) Date and time of next meeting

Next meeting Monday 18th September 2023 at 6.30pm.

Sign:

Date:

Meeting closed at 7.06pm

Decisions/Actions	Delegated to
Santander	Clerk/Cllr Bowers
Council Debit Card	Clerk
Annual event to Open Spaces	Clerk

Sign:

Date: