

# **MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL**

## **Finance Committee meeting held on 18<sup>th</sup> March 2024 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 19<sup>th</sup> February 2023 were **agreed and signed.**

### **004 (004) Matters Arising from the previous minutes**

None for this meeting.

### **005 (005) Public Forum**

None.

### **006 (006) Financial Procedures**

6.1 Approval of payments and bank reconciliation for February 2024

- a) **Payments and Bank reconciliations for February 2024 were agreed and signed.**

6.2

- a) Clerk to confirm the appointment of Internal Auditor Sonya Blythe for this year's audit.

### **007 (007) Banking Issues**

7.1 Update on the current banking situation

a) Discussion around the provision of a savings account. Much discussion took place about this matter and was resolved to propose the following to Full Council:

- 2 months' worth of outgoing will be held in the Unity Bank current account
- 3 months' worth of expenditure will be placed into a Unity Bank Instant Access Saving account.
- In order to not exceed the 85k banking protection limit an alternative savings account will be sought for the additional funds. **Clerk will make investigations onto appropriate accounts.**

It was thought that having to move funds around to make sure we have an appropriate amount in the current account means that members will be more aware of the financial situation at any given moment. Fund transfers to current account will have to be approved by this committee each month.

### **008 (008) Other Financial Matters**

8.1 Discussion around the provision of office space at the Manor Rooms

- a) To discuss and agree to recommend to Full Council; regarding the fees for the rental of the PC office Space from the Manor Rooms Management Committee (MRMC).

Sign:

Date:

Cllr Bowers took members through discussion that had been held with the Manor Rooms Management Committee. The proposal from the MRMC was that the fee for the main hall, for use at meetings, be reduced to a community rate of £12 per hour. This was thought to be acceptable.

Discussion then took place about the proposed cost of the Clerk's office. It was agreed that the MRMC should not be out of pocket for this room and that they should be suitably remunerated for the heating/lighting etc. It was not thought that the MRMC proposal of £12 per hour for this room was suitable, given its size and amenities. **Clerk is to make investigations into usage costs for the heating/lighting before a counter proposal is made by Council.**

**009 (009) Date and Time of next meeting.**

Next meeting Monday 18<sup>th</sup> March 2024 at 6.30pm.

Meeting closed at 7.13pm

Decisions/Actions	Delegated to
Saving account	Clerk
Heating/lighting costs	Clerk.

Sign:

Date: