

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

Finance Committee meeting held on 16th September 2024 at 6.30pm, in The Manor Rooms, Trowse.

Present

Cllr Haynes (chair for this meeting), Cllr Bowers, Cllr King and Kate Leggett (Clerk)

040 (001) Apologies

Cllr Owen

041 (002) Declarations of Interest and Dispensations

None for this meeting

042 (003) Minutes of the previous meeting

Minutes of the meeting held on the 15th July 2024 were **agreed and signed**.

043 (004) Matters Arising from the previous minutes

None for this meeting.

044 (005) Public Forum

None.

045 (006) Financial Procedures

7.1 Approval of payments and bank reconciliation for July and August 2024

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

046 (007) Banking Issues

8.1 Update on the current banking situation

a) Changes to the T1 account. The Clerk informed members that she had spoken to Unity about the proposed changes to the PC account, namely moving from a T1 to a T2. The T2 account as additional fees of 15p per transaction. The clerk advised that this was not only because the balance had been over the limit, but that also the annual turnover of the council had been more than £100k for the last three years. It was noted that these additional fees will have to be budgeted for in the next financial year.

b) The Clerk had received a correspondence from Nationwide stating that they need Cllr Owen's ID check information before they can proceed with the mandate changes. Cllr Bower will circulate the forms whilst the Clerk is on leave.

047 (008) Other Financial Matters

- a) Budget monitoring and Scribe Accounting. The Clerk and Cllr Bowers have made progress with the Scribe accounting budget monitoring and the budgeted amounts have now been placed on the system.
- b) It was thought that the PC could not claim VAT back on purchases made with an individual's personal card and that the funds need to have come directly from the PC bank accounts. Clerk to make more investigations and investigate getting the groundsman a fuel card.
- c) The Clerk has received the conclusion of external audit, and it was recorded that there were no issues. Clerk has published the conclusion of audit documents on the website.

048 (009) Date and Time of next meeting.

Next meeting Monday 21st October 2024 at 6.30pm.

Meeting closed at 7.03pm

Sign:

Date:

Decisions/Actions	Delegated to
Nationwide forms	Cllr Bowers
VAT investigation and fuel card	Clerk.

DRAFT

Sign:

Date: