

**Minutes of the Finance and Management Committee Meeting held on
Tuesday 13th February 2024 at 2pm in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors Beioley, Oakley, Roberts, and Trinder

In attendance: Deputy Clerk/RFO

- FM 01/13.02.24** **APOLOGIES** – Cllrs Gardiner and Wood
- FM 02/13.02.24** **PUBLIC PARTICIPATION** – None
- FM 03/13.02.24** **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA** – None.
- FM 04/13.02.24** **MINUTES OF THE PREVIOUS MEETING** – Cllr Oakley proposed, “**acceptance of the minutes of 17th January 2024.**” This was seconded by Cllr Beioley and all agreed. **Action: RFO.**
- FM 05/13.02.24** **CORRESPONDENCE** – None
- FM 06/13.02.24** **RFO REPORT** – this was sent in advance. All items relate to agenda. **Action: RFO.**
- FM 07/13.02.24** **TO REVIEW THE ONGOING RUNNING OF THE FRIDAY LUNCH CLUB 2024-2025** – as per the RFO report, cllr’s noted the revised outgoings for this cost centre. Cllr’s discussed whether they could look at a cheaper venue, could the FYC reduce the cost of the hire of the hall and whether the Club should be given a budget for supplies. Cllr’s also discussed that FYC do not need the next quarter payment due to it being closed. This will be transferred to Cost of Living Code. Cllr Trinder proposes “**to meet and explain to the volunteers the current situation.**” This was seconded by Cllr Beioley and all agreed. **ACTION: RFO/ET/SB**
- FM 08/13.02.24** **TO AUTHORISE BANK TRANSERS/PETTY CASH** – sent in advance.
a) Bank Reconciliations were noted. Bank Account file was available for cllr’s to note. There was no petty cash.
b) Authorised Bank Payments were noted and signed.
c) Income, Expenditure, Reserves balance, Balance Sheet and Budget against Forecast were all noted.
d) Bank Account as at 31st January 2024. Cllrs noted the current bank balances. Current Account £9943.53, Deposit Account £28427.51, Investment Account £56065.63 and Cambridge & Counties Account £86009.62
- FM 09/13.02.24** **TO CONSIDER THE CHARITY ADDRESS FOR THE OLD NEIGHBOURHOOD PUB BANK ACCOUNT** - as per the RFO report, it has been confirmed that it is not a charity but a Financial Conduct Authority registered Community Benefit Society – number 9121. It is called Chalford Hill Community Pub Limited and the address is C/O Chalford Parish Council. Cllr’s agreed that they would prefer it did not name the Parish Council. Cllr Trinder proposes “**asking the Treasurer if Chalford Parish Council can be removed.**” Cllr Beioley seconds the proposal and all agree. **Action: RFO.**
- FM 10/13.02.24** **TO REVIEW THE INSURANCE POLICY** – the renewal is for the insurance for the landrover not the main policy which runs out in August.

- FM 11/13.02.24** **TO CONSIDER A DEEP DIVE FOR INTERNAL AUDIT** – RFO confirmed that there is no contract for IA – Microshade will send an email or contact the PC to ask if continuing for the next year. Cllr Trinder proposes that **“to continue with Microshade and for Deep Dive in November to be for Fixed Asset Register.”** Cllr Oakley seconds the proposal and all agree. **Action: RFO.**
- FM 12/13.02.24** **FREQUENCY OF FINANCE & MANAGEMENT MEETINGS** – now that all policies and financial records are up to date meetings could be reduced from one a month. Cllr Morris-Wyatt proposes that **“meetings to have a monthly calendar but RFO to check with Chairman two weeks prior to either hold or cancel but no meeting in August or January.”** Cllr Trinder seconds the proposal and all agree. **Action: RFO.**
- FM 13/13.02.24** **TO NOTE ANY ITEMS FOR INFORMATION OR REFERRAL ONLY.** - none

The date of the next meeting is scheduled for Tuesday 13th February at 2pm. There being no further business the Chair of the Committee closed the meeting at 4pm.