

**Minutes of the Finance and Management Committee Meeting held on
Tuesday 8th APRIL 2025 at 2pm in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors Beioley, Lee, Oakley and Trinder

In attendance: Deputy Clerk/RFO

- FM 01/08.04.25** **APOLOGIES** – Cllr Gardiner
ABSENT – Cllr Roberts
- FM 02/08.04.25** **PUBLIC PARTICIPATION** – None
- FM 03/08.04.25** **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA** – there were no Declarations of Interest.
- FM 04/08.04.25** **MINUTES OF THE PREVIOUS TWO MEETINGS** – Cllr Trinder proposed, “**acceptance of the minutes of 5th December.**” This was seconded by Cllr Morris-Wyatt and all in favour. Cllr Beioley proposed, “**acceptance of the minutes of 11th February.**” This was seconded by Cllr Oakley and all in favour.
- FM 05/08.04.25** **RFO REPORT** – this was sent in advance.
- FM 06/08.04.25** **TO NOTE REPAIRS TO COMMUNITY SPEEDWATCH CAMERA** – as per RFO report, Cllrs noted that the camera had some condensation due to a break in a seal when the solar panel cable was ripped out. No damage was caused internally and once dry, the seal was replaced and the camera is back up and working again within a week.
- FM 07/08.04.25** **TO NOTE SALE OF LAND ROVER** – as per the RFO report, the Working Group met on Tuesday 25th March to discuss the sale of the Land Rover. The Cllrs were given a copy of the minutes from this meeting and these will be uploaded to the website. The Working Group accepted the offer of £7,500 sold as seen. The financial transaction was completed by Thursday 27th March and the Land Rover was collected on Monday 31st March. The Committee thanked the Working Group for their work in getting the best value for the Land Rover.
- FM 08/08.04.25** **TO NOTE PREVIOUS MONTHS’ BANKING**
- a) Authorised Bank Reconciliations and Petty Cash for February and March were noted and were signed by Cllrs Beioley, Gardiner, Oakley and Trinder. Authorised All-Bank Reconciliation for February and March were signed by the Chairman.
 - b) Authorised Bank Payments were noted and signed by Cllrs Beioley, Oakley and Trinder. These are emailed to two authorisers after RFO has uploaded to bank for payment along with the invoices to confirm payments are correct. The current authorisers are Cllr Morris-Wyatt and Cllr Gardiner. The emails stating these have been authorised, are kept in a folder on the RFO’s computer as per the IA’s recommendation. **Action: RFO**
 - c) Income received to 31st March were noted.
 - d) End of Year Final Budget Position was noted. Cllrs were pleased to see that the net position was just short of £7,900 within budget. Any underspend will go back into the General Fund. RFO is preparing the budget for 2025-2026 and will have a forecast ready for the next meeting.

- e) Lloyds Bank Account as at **28th February 2025**. Cllrs noted the bank balances.

Lloyds Bank - Current Account	£1,422.52
Lloyds Bank - Deposit Account	£18,487.85
Lloyds Bank - Investment Account	£56,764.65

A grand total of **£159,693.12**

Cambridge & Counties Account £86,654.56

Lloyds Bank Account as at **28th March 2025**

Lloyds Bank - Current Account	£4,152.00
Lloyds Bank - Deposit Account	£3,500.18
Lloyds Bank - Investment Account	£46,807.92

A grand total of **£54,460.10**

Cambridge & Counties Account £86,911.71

All of these documents will be uploaded to the website again as part of the Local Government Transparency Code 2015.

As per the RFO report, as the Precept for the next financial year does not come in to bank account until the end of April, so transfer to the new bank account will be delayed. Chairman suggested to open the account with as small amount as possible and then when the Precept comes in – money can be transferred then.

As per RFO report as well, Cllrs, were made aware of expenditure still to be paid of £1,951.85. Income due to come in is £1,480.47.

- f) **3rd and 4th Quarter Payments over £500**. These reports were sent in advance and will be uploaded to the website again as part of the Local Government Transparency Code 2015.

Training on Civility and Respect, to agree to fees – Becky Walsh from SLCC is booked to give this training to the whole staff and councillors on 6th March 2025. Her fees are £450 and £54 for mileage. She is only charging for her on-line rate not her in-person rate so this is already a reduction. Cllr Beioley proposed **“to accept the fees for this training and take from the training budget.”** This was seconded by Cllr Oakley. All in favour. **Action: RFO/CLERK**

- FM 09/08.04.25** **FRITH YOUTH CENTRE – 1st QUARTER PAYMENT AND REPORT** – Cllrs noted the request and financial report from FYC for their first payment of the new financial year. Cllrs would like a forecast for future requests. Cllr Trinder proposed to **“agree to pay the 1st Quarter Request”** Seconded by Cllr Oakley. All in favour. Cllr Oakley requested a discussion on increasing the allocation to FYC. It was agreed to discuss in September at the Precept meeting.
- FM 10/08.04.25** **Health and Safety** - Office chairs have now been replaced with ergonomic back support. Annual checks will be starting in April with fire extinguishers, emergency lighting and smoke alarms due first. RFO will keep the Committee updated.
- FM 11/08.04.25** **TO CONSIDER ANY CORRESPONDANCE** – Nothing to report.

FM 12/08.04.25

TO NOTE ANY ITEMS FOR INFORMATION OR REFERRAL ONLY - Clerk forwarded an email to RFO regarding an update to pass on to the Committee of the recent refurbishment of Bussage Pleasure Ground. Still waiting for signing off but an estimated costing had been supplied. This will be brought to the next meeting as an agenda item. However, it was agreed that the Works Committee can look into refurbishing the Valley Pleasure Ground.

The date of the next meeting is scheduled for Tuesday 13th May at 2pm. There being no further business the Chair of the Committee closed the meeting at 3pm.