MEETING OF THE FINANCE & GENERAL PURPOSE COMMITTEE

Tuesday 15th October 2024 at 11:30am
Small Meeting Room, The Old School Building, Main Street

DRAFT MINUTES

Present: Cllrs P Hyde (Chair) Jeanette Johnson (Vice Chair) Y Greenfield and Laurence King
In Attendance: Jessica Sherrin (Parish Clerk) Clare Brettell (RFO/Ops). NALC via phone 12:05 for item 24/466 and G Martin (Jigster) 12:30-12:45 for item 24/267.

24/458 **Apologies for absence –** Cllr R Rolls (Personal)

24/459 **Declaration of interests for items on the agenda** - None

24/460 **Minutes of the previous meeting –** July 30th 2024 – Approved as a true record and signed by the Chair

24/461 **Matters arising from previous minutes** – None

24/462 **Review of Half Year Accounts April-Sept 2024 –** These were reviewed, and several items identified as being allocated to October instead of September, which had then been reversed. RFO to raise with Accounts Clerk. The accounts agreed all in order.

24/463 **CIL / s106 position and funding allocation update –** Noted the OSB refurbishment of corridors, toilets and meeting room had been funded from CIL. The balance now £49906. S106 balance £65,331 for community garden. GBC confirmed that s106 may be used for 3rd party funding in application to FCC grant.

24/464 **Grant application update –** Clerk updated regarding the current funding. The £100k FCC bid is in and board decision will be made on 11th December. The Local Improvement Scheme grant to be relooked at following the outcome from the FCC. Severn Trent Water grant funding scheme to be explored for the Community Garden. GBC grant of £5k successful.

24/465 **Insurance Policy – Pre-renewal questionnaire/agreement of actions –** The long-term undertaking is now coming to an end. The RFO was looking into this and would arrange a meeting with Gallagher Insurance along with Cllr Hyde to discuss and bring proposals/quotation back to Full Council.

24/466 **Financial Regulations/Local Government Code of Practice enquiry –** The Parish Council had sought advice from NALC regarding publication of procurement items over £5000. It was agreed to follow further guidance and publish information as advised, and as previously agreed review Financial Regulations, in line with new guidance in preparation for the Annual Parish Meeting.

24/467 **To consider change to ".gov" for website hosting and office emails –** The costs and logistics were discussed. Approved in principle by committee. To seek approval from Full Council. The Clerk to explore this further in the interim with a view to proceeding with a .gov domain. Due to the current server issues Jigster to connect the Parish Council to a new server in the interim.

24/468 **Review and update of 'Site Priority List' -** Priorities list were addressed and updated, where applicable items referred to other committees. The RFO to cost new fold away meeting room chairs.

24/469 **Asset Register and Equipment Labelling** – The RFO was updating the Asset Register. It was agreed moving forward for items to be labelled and to correspondent with the Asset Register including their location.

24/470 **Budget Setting – to agree timeline –** Chairs of committees to be aware of budget considerations, and what might be needed for the next financial year. The budget setting process to start at the next meeting on the 12th November at 10.30am

24/471 **Information update** – No update

24/472 **Date of next meeting** – Tuesday 12th November at 10.30am

Meeting closed 1.15pm

Signed:_____ **Date: _____**
Chair of Finance & General Purpose Committee