

The Village Centre | New Hill | Farnsfield | Newark | Nottinghamshire | NG22 8JN
Tel: 07483 160909 Email: clerk@farnsfield-pc.uk

NOTICE OF AN EXTRAORDINARY MEETING

Dated: 02nd May 2024

Notice is hereby given that an Extraordinary meeting of the Finance and Governance committee will be held at **6.30pm on Tuesday 07th May 2024** in the Lower Hall of the Village Centre, New Hill, NG22 8JN for the purpose of transacting the business set out in the attached agenda.

Signed: *Cllr Sally Savage*

Councillor Sally Savage - Chair of the Finance and Governance Committee

| Committee Membership [4 Members] | |
|--|---------------------------------|
| Cllr Sally Savage [Chair] | Cllr Mike Thompson [Vice-Chair] |
| Cllr John Cracknell | Cllr Maurice Shakeshaft |
| *Ex-Officio - Chair & Vice Chair of the Full Council with Full Voting Rights | |

**Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).*

FARNSFIELD PARISH COUNCIL

Extraordinary Meeting: Finance and Governance Committee Tuesday 07th May 2024

A G E N D A

| Minute Item | |
|-------------|---|
| 2425.01FG | 1. Chairmans Opening Remarks To receive the Chairmans opening remarks. |
| 2425.02FG | 2. Apologies To receive and approve apologies and reasons for absence. |
| 2425.03FG | 3. Declaration of Disclosable Pecuniary and Other Interests To declare any disclosable pecuniary interests or any other interests appertaining to items on the agenda and to consider any dispensation requests in accordance with the Standing Orders. |
| 2425.04FG | 4. Minutes To approve the draft minutes of the Finance and Goverance committee meeting held on the 12 th March 2024 (enclosed). |
| 2425.05FG | 5. Public Participation Session To convene a public participation session to allow members of the public to make representation on the business of the agenda for the meeting. Note: No resolutions can be made under public participation. |
| 2425.06FG | 6. April Committee Meeting To note that the committee meeting scheduled for the 09 th April 2024 was deferred at the request of the Chair and meetings summons were not issued by the Clerk. A public notice was placed on the website and Facebook page. |
| 2425.07FG | 7. Bank Reconciliation Statements To verify the bank reconciliation statements (produced by the RFO) against the original bank statements at the 31 st March 2024 in accordance with the committee terms of reference (to be tabled). Note: Bank statement balances at the 31 st March 2024 confirmed by the Locum RFO <ul style="list-style-type: none">• £153,190.36 – Unity Trust• £78,252.97 – Nationwide Building Society• £87,271.48 - Mansfield Building Society• £36,048.01 - Cambridge Building Society |
| 2425.08FG | 8. Financial Matters a) To approve the list of regular payments for the 2024/2025 financial year that arise on a continuing basis as a result of a continuing contract, statutory duty or obligation in accordance with the requirements of Financial Regulation 5.6. This item was referred from full council at the meeting held on the 23 rd April 2024. b) To consider and renew the approval of the use of direct debits and standing orders in accordance with the requirements of Financial Regulation 6.7. A list of the current payments under this arrangement shall be drawn up by the Locum RFO and tabled at the meeting. This item was referred from full council at the meeting held on the 23 rd April 2024. |

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| 2425.09FG | <p>9. Responsible Financial Officer Report To receive and consider the report from the Locum RFO (verbal update to be provided).</p> |
| 2425.10FG | <p>10. Contracts Register To consider the collation of a contracts register identifying all fixed term contracts and review dates to assist with monitoring and procurement purposes.</p> |
| 2425.11FG | <p>11. Bank Accounts Signatories Update and Correspondence Address To receive an update on the changeover of the bank signatories and to confirm that the correspondence address for all bank accounts is registered at the councils premises.</p> |
| 2425.12FG | <p>12. Financial Reporting To discuss the financial reporting and coding structure on the financial software and resolve any further actions. The reports have previously been prepared on an excel spreadsheet. The Locum Clerk recommends that the reports be produced using the data from the financial software as this is the councils primary accounting records and enables the functionality to produce budget and financial reports.</p> |
| 2425.13FG | <p>13. Internal Audit To receive an update on the internal audit timetable and receive information on the internal audit procedures and resolve any further actions. At the March full council meeting, the RFO was delegated responsibility to engage an internal auditor for the financial year-ending 31st March 2024 following a quotations process and securing best value for money.</p> |
| 2425.14FG | <p>14. Year-End Accounts and External Audit Update To receive an update on the external audit timetable. Locum Clerk and Locum RFO to report on this item.</p> |
| 2425.15FG | <p>15. Items for Discussion at a Future Meeting To notify the Clerk of any agenda items for consideration for inclusion at a future meeting.</p> |
| 2425.16FG | <p>16. Date of the next Meeting To note the date of the next meeting scheduled for Tuesday 11th June 2024. This date may be subject to change following a review of the meeting schedule at the annual council meeting.</p> |

**Minutes of the Finance and Governance Committee Held on 12th March 2024
in the Lower Hall, Farnsfield Village Centre at 6.30pm**

Attendance: Councillor Savage (Chair), Councillor M Shakeshaft, Councillor Cracknell, Councillor Thompson

24.08. Apologies: No apologies

24.09. Declarations of Interest:

Cllr Savage declared a pecuniary interest for the Allotment Water Bills item.

24.10: Meeting accepted the minutes of the previous meeting of 9th January 2024 as accurate. Proposed by Councillor Thompson, seconded by Councillor Cracknell.

No matters rising.

24.05 Cllr Thompson commented that for clarity, there will be 2 disabled bays in the Hadleigh Park car park located in the middle to maximise the space around the perimeter.

23.11: Public Participation

Chair suspended SOs for this item to allow public participation.

Resident asked about item. 24.12, split role of Clerk. Is this temporary or permanent. If temporary and why an additional laptop is required. Proposed cost appears excessive.

Resident asked about item. 24.14 re transport survey. Appears to say those lonely and isolated but will be of benefit for all of the community as well. Residents commented on the previous work that had taken place and the importance of learning from that work. Resident urged TLC Group to do a combination of online and paper approaches to gathering people's views. These comments will be fed back to the TLC group for consideration.

Resident raised that for item 24.12 – wording indicates decision has been made.

Resident raised an apparent discrepancy between potential bill and later confirmed bill for FAA.

Resident queried the basis for determining a Declaration of Interest. Clerk advised to look at the website where there is further information.

Chair reinstated the SOs.

24.12. Purchase of a laptop:

A proposal was received to agree to the purchase of an addition laptop for Council business should we require it up to a maximum cost of £1000. Cllr M Shakeshaft suggested value be

reduced from £1000 to £600. Cllr Savage proposed that a ceiling of £600 was agreed and this was seconded by Cllr M Shakeshaft. This was agreed by 3 Councillors with one abstention.

24.13. Financial reporting

A proposal was received to review financial reporting arrangements to make reporting more open and transparent, highlight any variances in spend and reallocate resources as required. Also will allow more accurate forecasting. Review to take account of Financial Regulations which will be due for reviewing. Nationally consultation of review of Financial Regulations is underway.

Cllr Thompson requested that actuals v budget are readily available enabling better forecasting and management. A simple version using a small number of major headings.

This was proposed by Cllr Savage, seconded by Cllr M Shakeshaft. All agreed. 4-0.

24.14. TLC Group Travel survey

A proposal was received from the TLC working group to authorise a spend up to £100 to assist undertake a survey regarding community transport. Cllr M Shakeshaft proposed we agree the request and ask the TLC Group to report back on how the funds are used to maximise the reach of the survey. This was seconded by Cllr Thompson. Supported unanimously.

24.15 Allotment Water Bill

Cllr Savage declared an interest in this item and left the room

$144.2 \times 18.85 = £266.40$

Annual bill for the service charge etc is £93.60 divided by 2 £46.80 = £ £313.20

Proposal that we accept this process of calculation going forwards. Cllr Cracknell, seconded by Cllr Thompson. Agreed 3-0.

It was noted that any bills in dispute should none the less be paid while the situation is remedied.

Cllr Savage returned and closed the meeting.

Chair Signed

Dated:

Name: Sally Savage

AGENDA ITEM - 8A

| REGULAR PAYMENTS 2024 -2025 | Method | Total | Frequency |
|--|---------------|----------------|------------------|
| Salaries | TRANS | variable | Monthly |
| Nest - Staff Pension | TRANS | Variable | Monthly |
| HMRC - PAYE / NI | TRANS | £250.00 Approx | Monthly |
| NSDC- Core Grounds Maitenance | TRANS | £2608.80 | Quarterly |
| PPLPRs - Village Centre Music Lisence | TRANS | £180.00 approx | Annually |
| Rialtus Business Solutions - finance software | TRANS | £230.40 | Annually |
| Mercury Fire and Securtiy Ltd - Village Centre Fire Alarms | TRANS | £558.00 | Annually |
| Zurich insurance | TRANS | £5430.00 | Annually |
| Nottinghamshire Fire Safety - fire extinguishers testing | TRANS | 256.17 | Annually |
| Bramley Publications - The Farnie Newsletter | TRANS | 64.80 | Monthly |

AGENDA ITEM 8b

| STANDING ORDERS AND DIRECT DEBITS | Method | Total | Frequency |
|---|---------------|---------------|-----------------------------|
| British Gas - Village Centre | DD | Variable | Monthly |
| EON - Wilsons Field electricity | DD | Variable | Monthly |
| EON - Pavillion electricity | DD | Variable | Monthly |
| EON - Village Centre electricity | DD | Variable | Monthly |
| EDF - Electricity Floodlighting for Sports | DD | Variable | Quarterly |
| Water Plus - Village Centre water | DD | Variable | Monthly |
| Water Plus - Pavillion / Allotment Water | DD | Variable | Monthly |
| Parish Online Annual subscription | DD | variable | Monthly |
| NSDC - Village Centre Trade Waste Collection | DD | £23.92 | Monthly Paid over 10 months |
| NSDC - Dog Waste Collection | DD | £1510.08 | 6 Monthly |
| NSDC - Playground inspections | DD | £90.00 | Quarterly |
| Parish Online Annual subscription | DD | £90.00 | Annually |
| Unity Trust Bank | DD | Variable | Monthly |
| Zest Group - Monthly Office 364 services | DD | 145.80 | Monthly |
| David Mills Window Cleaning | SO | £30.00 | Monthly |
| British Telecom - broadband and staff mobiles | DD | £90.00 approx | Monthly |
| N Power Electric for Village Centre | DD | £536.77 | Monthly |
| Hugo Fox Website services | DD | £23.99 | Monthly |