

**Ninfield Parish Finance Committee Minutes**  
**Thursday 21<sup>st</sup> September 2023 at 7PM**  
**Sparkes Pavilion**

CLLrs Present: K Williamson KW (Chair), S Guard SG, Gary Pharo (GP), S Collins (SC), P Coleshill (PC).

Also Present: J Scarff Clerk & RFO

0 members of the public (MoP)

**Public Participation on matters on the agenda at the Chairs discretion. In accordance with Standing orders the session will last no longer than 10 minutes with a person speaking for no longer than 2 minutes.**

1. **Apologies and reasons for absence in accordance with the LGA 1972 S85(1)**  
There were no apologies.
  
2. a) **Disclosure of Interests**  
**In accordance with the Localism Act 2011 and the Council's Code of Conduct, to receive any disclosure by Members of interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under the terms of the Revised Code of Members Conduct.**  
  
SG declared a disclosable pecuniary interest in item 13 on the agenda. She left the room during the discussion.  
  
b) **To Consider the granting of Dispensations if requested**  
  
There were no requests for dispensation.
  
3. **Minutes of previous meeting of 20<sup>th</sup> April 2023** to be considered for approval and signed as a true record.  
Proposed KW, seconded KC  
  
**Resolved** The minutes of the Finance Committee Meeting of the 20<sup>th</sup> April 2023 were agreed as a true record and signed by the chairman.
  
4. **Exclusion of the Public**  
To exclude the public for a particular agenda item the following resolution must be passed.  
'Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.'  
  
There was no requirement for this resolution.

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5. **To consider for approval the terms of reference for the finance committee for the forthcoming year.**

This item was deferred to the November meeting.

6. **To receive the monthly statement of accounts to 31<sup>st</sup> August 2023.**

The statement of accounts was noted. The total balance across all accounts  
£265,828.82

Balance by account

UTB - £143,693.50

Lloyds Current - £4,735.32

Lloyds Savings - £73,395.00

Lloyds CC - £0

Wave Community Bank - £44,005.00

7. **To receive the bank reconciliation and corresponding bank statement to 31<sup>st</sup> August 2023.**

Statements and corresponding reconciliations were noted.

The bank statement for Unity Bank and corresponding reconciliation had been circulated in advance and showed a total balance of £143,693.50

8. **To consider for approval a list of payments to be made for invoices received.**

21/09/2023 Orchard Landscapes Ltd BACS 6,759.16 Inv 1615 Grounds Maintenance

21/09/2023 EDF Electricity BACS 496.74 Sparkes electricity

21/09/2023 Eslip Payroll BACS 43.90 Payrol July/Aug

21/09/2023 Top Lawn Ltd BACS 32.78 Inv 00023857 Treatment 3

21/09/2023 Village Society BACS 293.80 Chestnut Stakes Church woods

21/09/2023 WDALC BACS 22.00 Subs to Mar 2024

21/09/2023 Clerk BACS 231.78 Recon to 31 Aug Salary Reconciliation 2023

21/09/2023 Clerk BACS 916.61 Inv 27965- Reclaim Stannp invoice 20230728-1

22/09/2023 Gallagher BACS 161.57 Inv 523872506 Increased indemnity insurance

**Resolved** that the payments be made.

9. **To receive the Councils Asset Register with the view to recommending to full council that it be approved.**

**Resolved** That the asset register be approved.

10. **To consider signing up to a 3-year internal audit with Mulberry and Co.**

**Resolved** that the council sign up to the three-year agreement.

11. **To hear a proposal for the website and agree any actions required.**

**Resolved** that the clerk sign up to continue with Hugo Fox for the time being and pay the monthly fee.

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**12. To discuss the playground project and agree any actions required.**

The latest update was in the clerks briefing note and the next thing needed is a small group to agree a brief that can be presented as the next full council meeting. It was agreed that the group would comprise of SG, GP, KW, SC and the clerk and they would meet on Friday 29<sup>th</sup> September at 1230pm.

SG left the room for the following item.

**13. To discuss the charges at the Memorial Hall and agree any actions required.**

The background to this item was set out in the clerks briefing note.

**Resolved** that the clerk write to the Memorial Hall Committee expressing concern about the charges for village societies and charity events and request a meeting between representatives of the parish council and Memorial Hall committee.

**14. To consider for approval a social media policy.**

**Resolved** that the policy be adopted.

**15. To consider for approval the purchase of a banner to advertise the referendum for the Neighbourhood Plan.**

**Resolved** that the banner be purchased when needed.

**16. To receive the councils Risk Assessment policy and agree any changes required.**

There were no changes this month.

**17. To note that the next Council meeting is Full Council 19<sup>th</sup> October 2023, 6.30pm at Ninfield Methodist Hall.**

**The next Finance Committee Meeting is 16<sup>th</sup> November at 6.30pm at Ninfield Methodist Hall.**