



MINUTES

Unconfirmed Minutes the meeting of Binsted Parish Council Finance & Governance Committee on Mon 5th Feb 2024 @ 11am at the Pavilion.

Finance Committee members: Cllr Melvin (Chair of Finance), Cllr Geoff Clarke, Sally Laker (RFO), Mike Mordecai (Clerk).

1	Apologies for Absence - None
2	Finance Committee Minutes of 13 Nov 2023- Approved
3	23-24 Budget <ul style="list-style-type: none"> • January 24 budget summary and reconciliations will be presented at Full Council Meeting on 13 Feb. • No actions required re EMRs, Year End. VAT returns are up-to-date.
4	Grants, CIL Funding and Other Income <ul style="list-style-type: none"> • Action: Clerk and RFO to create a new grants/CIL/EMR tracker for ongoing use by the Finance Committee. • It was agreed that charges to the Tennis and Croquet Club should rise by 5%
5	Procurement, Quotations, Decisions, Forward Look on Expenditure <ul style="list-style-type: none"> • No decisions required. Overall expenditure on-track against budget.
6	2024/25 Precept <ul style="list-style-type: none"> • Submitted and acknowledged by East Hants District Council. • Action: Precept breakdown and how BPC has arrived at its submission and impact on Council Tax should be a key element on the Annual Parish Meeting Agenda in the Spring.
7	Banking Updates <ul style="list-style-type: none"> • Forms to add RFO onto online banking system sent • Action: Clerk to investigate how to reapply for a new credit card
8	Charitable Trust <ul style="list-style-type: none"> • Action: Cllr Melvin to complete new constitution for sign-off
9	Other Outstanding Finance Actions <ul style="list-style-type: none"> • Not discussed
10	Audit, Policy Reviews <ul style="list-style-type: none"> • Action: The RFO's proposal to use the NALC Model Financial Regulations to replace current version was agreed, and RFO will draft for sign-off at April's Full Council Meeting.
11	RFO Job Specification/Contract Changes

	<ul style="list-style-type: none"> • Proposed changes to the RFO's job specification and contract to align with current responsibilities were agreed. • Action: Clerk to finalise version for signatures • The RFO and Clerk's contracts make no reference to sick pay or scenarios of long-term absence due to illness. • Action: Clerk to investigate what other councils do.
12	AOB <ul style="list-style-type: none"> • None
13	Date of Next Finance Committee Meeting: Monday 29 th April