**Campbell Park Community Council** 1 Pencarrow Place

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**The next meeting of the**

**Finance, Administration & Policy Committee**

**Of Campbell Park Community Council**

**Will be held on Tuesday 5th March 2024**

**At The Springfield Centre, Springfield Boulevard, Springfield**

**Commencing at 7.00 p.m.**

**AGENDA**

# **To receive**

Members Present

Apologies for Absence

Declarations of Interest

Members of the Public Present

# **Minutes of the Previous Meetings**

Committee is invited to approve the minutes of the Finance, Administration & Policy Committee held on Tuesday 5th December 2023.

# **Public Involvement – Deputations, Petitions and Questions**

Members of the public may make representations in respect of the business on the agenda.

**Confidential Item**

**In view of the terms of Schedule 12A Local Government Act 1972, the following item\* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.**

**\*Item 4**

1. **IT Managed Services Contract 2024-25**

Committee is invited to receive and consider the IT Contract renewal from Cloudy IT and make a recommendation to Council. The renewal represents an initial reduction of £1213.00 compared to 2023-24. Additional licenses may need to be purchased after the May election.

1. **Year End Accounts, Annual Return and Internal Audit Report**

Committee is invited to note that subject to being completed, the Year End Accounts, Annual Return and Internal Audit Report will all go directly to the May main meeting of Council, this will allow the Annual Return to be submitted in a timely fashion.

1. **Section 137 Increase 2024-25**

Committee is invite to note that the revised Section 137 expenditure limited is ` £10.81 (per elector) for 2024-25

**7.** **Committee Terms of Reference Review**

Committee is invited to review its Terms of Reference prior to the Annual Meeting of Council in May 2024 – Amendments will be considered a the Annual Meeting.

**8. Committee Policies Review**

Committee is invited to review the following policies prior the Annual Meeting of Council in May 2024 – Amendments will be considered at the Annual Meeting.

1. Financial Regulation

ii. Investment Strategy

iii. Data Protection & Privacy Policy

iv. Councillors Introduction/Induction

v. Freedom of Information

**9. Parish Council Standing Order Review**

Committee is invite to review the Parish Council Standing Orders prior to the Annual Meeting of Council in May 2024.

**10. VAT Change**

Committee is invited to note that the VAT return basis is will change from a quarterly to monthly basis from 1st April 2024 for the period of 1 year. This will improve the cashflow for the duration of the build of the Parish Hub and will then be reverted to quarterly from 1st April 2025. In making this decision Steve Parkinson from the Parkinson Partnership was consulted as an expert in VAT matters.

1. **Petty Cash Reconciliation**

Committee is invited to note that Cllr Golding has been into the Parish Office and check the Petty Cash is correct.

1. **Income and Expenditure Report to 31st January 2024**

Committee is invited to note the Income and Expenditure report as at 31st January 2024.

**13. Balance Sheet to 31st January 2024**

Committee is invited to note the Balance Sheet as of 31st January 2024.

Committee is invited to approve the Balance Sheet and this should then be signed by the Chair of Committee and the Responsible Financial Officer.

**14. BACS and Direct Debit Payments to 31st January 2024**

Committee is invited to note the schedule of payments made to the 31st January 2024. The schedule is for information only.

**15. Date of Next Meeting**

The next meeting will be held on Tuesday 4th June 2024.

L Bradley

Lisa Bradley

Responsible Financial Officer

27th February 2024