

**Minutes of the Finance, Administration & Policy Committee
held on
Tuesday 3 September 2024
commencing at 7.00pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the Public

Members Present

Cllr L Adura	Cllr B Barton (Chair)
Cllr T Fraser	Cllr R Golding
Cllr D Kendrick	Cllr K Kent
Cllr D Pafford	

In Attendance

L Bradley, Responsible Financial Officer

15/24 Apologies for Absence

None

16/24 Declarations of Interest

None

17/24 Members of the Public Present

None

18/24 Minutes of the previous meeting

The minutes of the meeting held on 4 June 2024, having been previously circulated, were approved as a correct record and signed by the Chair.

19/24 Public Involvement – Deputations, Petitions and Questions

No members of the public made any representations in respect of the business on the agenda.

20/24 Review Code of Conduct

Committee reviewed the Code of Conduct and resolved to make a recommendation to adopt the reviewed policy to Council.

21/24 Review of Financial Regulations

Committee reviewed the Financial Regulations and resolved to make a recommendation to Council to adopt the revised Financial Regulations.

22/24 Agricultural Vehicle Insurance Renewal

Committee noted that the agricultural vehicle insurance was renewed in July 2024 at a cost of £4593.80.

23/24 Community Council Risk Assessment Review 2024-25

Committee noted that the Risk Assessment Review will be added to the December agenda.

24/24 Finance Agreement Update

Committee noted that the larger of the two finance agreements for landscape equipment has now been settled. The settlement figure was £4903.47. The final agreement will conclude in March 2025.

25/24 Increase of Earmarked Reserve for New Hub

Committee received a recommendation from the Responsible Financial Officer and resolved to recommend to Council, increasing the earmarking for the new hub by £500,000.00 to cover the agreed expenditure on the hub.

26/24 Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 029/30**

The Committee noted that project proposals for the next five years need to be submitted in October 2024. All project proposals must comply with the Project Policy, be detailed on a Project Request Form **(including full costings and breakdown of expenditure)**.

Completed project proposals will be considered at the October Committee meeting, where projects will be prioritised.

**Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.

27/24 VAT Monthly Update

Committee noted that we are now receiving regular monthly VAT payments from HMRC which is assisting with cashflow as planned.

28/24 Income & Expenditure Report to 31 July 2024

Committee noted the Income and Expenditure report as at 31 July 2024.

29/24 Balance Sheet to 31 July 2024

Committee noted the Balance Sheet as of 31 July 2024.

30/24 BACS and Direct Debit payments to 31 July 2024

Committee noted the schedule of payments made to the 31 July 2024.

31/24 Date of Next Meeting

Tuesday 3 December 2024.