

**The minutes of the  
Finance, Administration & Policy Committee  
Of Campbell Park Community Council  
held on Tuesday 5<sup>th</sup> March 2024  
At The Springfield Centre, Springfield Boulevard, Springfield  
Commencing at 7.00 p.m.**

**AGENDA**

- 53/23 Members Present**  
Cllr B Barton (Chair)  
Cllr R Golding  
Cllr D Pafford  
Cllr D Kendrick (arrived at 7.15)
- In Attendance**  
L Bradley, Responsible Financial Officer  
D Warner, Clerk to Council
- 54/23 Apologies for Absence**  
Cllr K Kent  
Cllr T Fraser
- 55/23 Declarations of Interest**  
None
- 56/23 Members of the Public Present**  
None
- 57/23 Minutes of the Previous Meetings**  
Committee approved the minutes of the Finance, Administration & Policy Committee held on Tuesday 5<sup>th</sup> December 2023.
- 58/23 Public Involvement – Deputations, Petitions and Questions**  
No members of the public made any 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**

#### **59/23 IT Managed Services Contract 2024-25**

Committee received and considered the IT Contract renewal from Cloudy IT and recommended to Council that the contract is extended to 24 months from the renewal date thus providing a continuity of managed IT services for the move across to the Hub upon completion.

#### **60/23 Year End Accounts, Annual Return and Internal Audit Report**

Committee noted 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.

Cllr Kendrick arrived during the above item and D Warner left.

#### **61/23 Section 137 Increase 2024-25**

Committee noted that the revised Section 137 expenditure limited is £10.81 (per elector) for 2024-25

#### **62/23 Committee Terms of Reference Review**

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May 2024. No amendments were made.

#### **63/23 Committee Policies Review**

Committee reviewed the following policies prior the Annual Meeting of Council in May 2024. No amendments were made.

- i. Financial Regulation
- ii. Investment Strategy
- iii. Data Protection & Privacy Policy
- iv. Councillors Introduction/Induction
- v. Freedom of Information

#### **64/23 Parish Council Standing Order Review**

Committee reviewed the Parish Council Standing Orders prior to the Annual Meeting of Council in May 2024. No amendments were made.

#### **65/23 VAT Change**

Committee noted that the VAT return basis will change from a quarterly to monthly basis from 1<sup>st</sup> 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 1<sup>st</sup> April 2025. In making this decision Steve Parkinson from the Parkinson Partnership was consulted as an expert in VAT matters.

**66/23 Petty Cash Reconciliation**

Committee noted that Cllr Golding has been to the Parish Office and checked the Petty Cash was correct. In future this will be completed by Cllr Barton.

**67/23 Income and Expenditure Report to 31<sup>st</sup> January 2024**

Committee noted the Income and Expenditure report as at 31<sup>st</sup> January 2024. Committee asked for their thanks to the Responsible Financial Officer to be noted for her work on the report.

**68/23 Balance Sheet to 31<sup>st</sup> January 2024**

Committee noted the Balance Sheet as of 31<sup>st</sup> January 2024.

Committee approved the Balance Sheet which was then signed by the Chair of Committee and the Responsible Financial Officer.

**69/23 BACS and Direct Debit Payments to 31<sup>st</sup> January 2024**

Committee noted the schedule of payments made to the 31<sup>st</sup> January 2024. The schedule is for information only.

**70/23 Date of Next Meeting**

The next meeting will be held on Tuesday 4<sup>th</sup> June 2024.