



**MEMBERSHIP:**  
Cllr C. Foxall  
Cllr R. Harrison  
Cllr S. Rymer  
Cllr J. Sanford  
Cllr T. Dutton

**MINUTES OF THE FINANCE COMMITTEE MEETING  
HELD TUESDAY 19<sup>th</sup> November 2024**

**Present:** Cllr Foxall Cllr Harrison Cllr Rymer

**In attendance:** Vanessa Lawrence, Roz Morton (Clerks)

- F36 24/25 To consider and accept apologies for absence**  
Apologies were received from Cllrs Dutton and Sanford and were accepted.
- F37 24/25 Declarations of Interest in Items on the Agenda**  
None received
- F38 24/25 To approve the Minutes of the Finance Committee meeting held on 17<sup>th</sup> September 2024.**  
It was **RESOLVED** to approve the Minutes of the Finance Committee meeting held on the 17<sup>th</sup> September 2024 as a true and accurate record of the proceedings. Proposed Cllr Rymer, seconded Cllr Harrison – all in favour
- F39 24/25 Clerk’s and Chairman’s Report**  
None
- F40 24/25 To agree to adjourn the meeting for Public Participation, if members of the public are present – there is a 5-minute time limit.**  
N/A
- F41 24/25 To agree to reconvene the meeting following Public Participation (if applicable).**  
N/A
- F42 24/25 To receive the Bank reconciliation reports for October 2024**  
The bank reconciliation reports were received with no comment having been approved at Full Council in November
- F43 24/25 To consider and agree changes to format for the Financial Risk Register**  
The Clerk had circulated a revised format. Cllrs were asked to consider whether this can be further improved. Cllr Harrison said that he felt that the ‘key’ needed to be better defined. It was agreed to defer this item to a future meeting so that this can be further improved.

**ACTION: This item to be added to Agenda before year end**

- F44 24/25 To receive the I & E against budget figures at 30<sup>th</sup> October 2024**  
The I & E against budget figures at 30<sup>th</sup> October were received with no comment having been approved at Full Council in November

**F45 24/25 To consider budget for 2025/26**  
The Chair reported that work has been done to produce a forecast for the end of year. This will continue over the next 6 weeks, and final figures will be made available for the January meeting when the Precept figure for 2025/26 will be decided and recommendation made for Full Council

**ACTION: Clerk to add final budget figures to next Finance Agenda and recommendation to Full Council Agenda in January 2025**

**F46 24/25 To consider and agree funds to be released from EMR's for the Leaffield Road Path**  
A grant has been received for this work to be carried out but further funds will need to be released from Council funds in order to complete the work. Following debate it was **RESOLVED** that funds of £11505 would be taken from CIL money received which does not impact on precepted funds. Proposed Cllr Foxall, seconded Cllr Rymer – all in favour.

**ACTION: Fund to be released when required**

**F47 24/25 To consider and agree to part fund Warm Room (£369.60)**  
It was **RESOLVED** to part fund the Warm Room (£369.60). Proposed Cllr Foxall, seconded Cllr Rymer – all in favour.

**ACTION: Clerk to speak to FCC manager**

**F48 24/25 To consider and agree purchase of two desktop computers for FTC office to upgrade old IT upto budget of £1000**  
The Clerk had made the Chair aware that the desktops in the office were causing problems. These items were nearing the 10 year mark and she felt they needed to be updated to more effective machines. Quotes had been received from three suppliers and Dell had come back with the best quote of under just under £1000. Following discussion It was **RESOLVED** to purchase two replacement desktop computers. Proposed Cllr Foxall, seconded Cllr Harrison – all in favour.

**ACTION: Clerk to place order with Dell**

**F49 24/25 Other matters the Chair considers urgent.**  
None.

**F50 24/25 Date of next meeting 7<sup>th</sup> January 2025**

**F51 24/25 To consider and agree under Section 1 of the Public Bodies (Admissions to Meeting) Act 1960 the public and press should be excluded from Item F50 where confidential matters are to be discussed.**  
It was **RESOLVED** to exclude the public & press in line with Section 1 of the Public Bodies (Admissions to Meeting) Act 1960. – All in favour.

**F52 24/25 To consider and agree revision to staff T & C's.**  
Cllrs were advised that the national pay awards for 2024 had now been agreed and that this should be applied from April. Backdated amounts had been given to the Chair. It was **RESOLVED** to include the backdated amounts to the next pay run in November. Proposed Cllr Foxall, seconded Cllr Rymer – all in favour.

**There being no further business the meeting closed at 7.35pm.**

**Chairman.....**

**.....2025**