

# WARBOYS PARISH COUNCIL

Minutes of a meeting of the **Finance & General Purposes Committee** held on 24<sup>th</sup> June 2024  
at the Parish Centre, Warboys.

## PRESENT WERE

Cllr J Cole  
Cllr R Dykstra  
Cllr D England  
Cllr D Fabb  
Cllr L Gifford  
Cllr J Land

Cllr J Parker (Vice Chair)  
Cllr P Potts  
Cllr C Sproats  
Cllr S Withams (Chair)  
Cllr G Willis  
Cllr A Wyatt

Mrs J Drummond – Senior Clerk  
Mrs E Coverdale – Clerk

Meeting commenced at 8.00 p.m

## FGP 26/24 WELCOME

The Chair opened the meeting.

## FGP 27/24 APOLOGIES FOR ABSENCE

Apologies were unanimously accepted from;

Cllr M Collins - Personal

Cllr S Wilcox – Personal

I Hansell (Internal Auditor) - Holiday

Apologies were not received, and not accepted from;

Cllr A Ntuk

## FGP 29/24 MEMBERS' INTERESTS

None

## FGP 30/24 MINUTES OF THE MEETING 19<sup>th</sup> FEBRUARY 2024

It was proposed by Cllr J Parker, seconded by Cllr J Land and **RESOLVED** by all Members present, the Minutes of the meeting held on 19th February 2024 be signed as a correct record by the Chairman.

## FGP 31/24 OPEN FORUM

As no members of the public in attendance it was **RESOLVED** to continue the meeting.

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## **FGP 32/24 COMMITTEE TERMS OF REFERENCE**

It was unanimously **RESOLVED** by all committee members present to adopt the Finance & General Purposes Committee Terms of Reference for 2024-25 and they all signed the document.

## **FGP 33/24 REVIEW BUDGET & EXPENDITURE**

The Clerk handed out to members 3 different versions of reports from Scribe and asked for which ones they would like to receive in future.

Following discussions Members were in agreement for the following;

- a) Committees to receive Detailed Cost Centre report at quarterly meetings.
- b) Full Council to receive Summary Report monthly.

## **FGP 34/24 QUARTERLY BANK RECONCILIATION**

The Sen. Clerk advised members on the current quarterly bank reconciliation process.

Additionally, it was noted by members the concerns raised by the Clerks in respect to the internal auditor's role and responsibilities.

## **FGP 35/24 PRECEPT REQUIREMENTS 2024-25**

The Clerks asked for the Members to begin thinking about precept requirements for 2025-26 in preparation for the next F&GP meeting to be held, 23<sup>rd</sup> September 2024.

The Clerks advised of the following potential outgoings to be considered;

- Staffing changes, employment of caretaker
- Increased business rates for Community Centre
- Outsourcing of payroll and accounting.
- Insurance increase.
- New website

## **FGP 36/24 ASSET REGISTER**

It was noted by members that the Asset Register was now being managed via the accounts software Scribe which they would soon have access to view.

## **FGP 37/24 PWLB LOAN OPTIONS**

The Clerk had not had time to establish correct wording, so the approval had been deferred to the next Full Council meeting to be held 8<sup>th</sup> July 2024.

## **FGP 38/24 MATTERS AND NOTICES FOR THE NEXT FINANCE & GENERAL PURPOSES COMMITTEE**

None

**WARBOYS PARISH COUNCIL**

**There being no further business, the meeting was declared closed at 8.30 p.m.**

**The next meeting of the Finance & General Purposes Committee will be held on 23rd September 2024.**

**Chairman.**

**Date**