

**NOTICE OF A MEETING OF THE FINANCE COMMITTEE TO BE HELD on MONDAY 16<sup>th</sup>  
December 2024 in the Day Centre Commercial Road at 7. pm**

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COMMITTEE MEMBERS: Cllrs R Atkins, D. Dray, M. Munday,  
R. Moon, B. Robichaud, J Thompson, C. Williams.

APOLOGY: Cllr D Dray, M Munday

**F24 DECLARATIONS OF INTEREST**

**F25 MINUTES OF THE PREVIOUS MEETING**

To APPROVE the minutes from the previous meeting held on 23<sup>rd</sup> September 2024

**F26 UPDATE FROM PREVIOUS MINUTES**

- a) Item F18 Finances for pitches – to NOTE the income & expenditure for the Pitches.
- b) Item F18 Bookings for Day Centre – to NOTE the calendar for the Day Centre.

**F27 EXTERNAL AUDIT REPORT**

The Annual Return has been signed off by Mazers, the external auditor, with no qualifications.

They have however, advised that all councils should be using .GOV email addresses going forward, and they will be checking next year. The Council's IT advisor has arranged for this to be done. They also commented that the Council should have minuted the discussion on the internal auditor's competency. This will be reviewed at a future finance meeting.

**F28 BANK SIGNATORIES**

To review the attached payments authorisation process.

**F29 INCREASE TO CREDIT CARD LIMIT**

The council currently has two credit cards – one for the Estates Manager & one for the Clerk. There is a £1000 limit on each card. To obtain best value, items are increasingly being purchased online. This is particularly the case for estates items.

The limit of £1000 per card is proving to be insufficient. Members are asked to increase the limit to £2000 per card.

**F30 STAFF BUDGET**

The Personnel committee passed the following resolution on the staffing budget:  
*That a further £30,500, plus the cost of an administrative assistant for 15 hours a week should be included in the budget.*

**F31 BUDGET 2025/26**

The draft budget is attached for members consideration.

*For consideration:  
That the BUDGET should be APPROVED.*

The above budget will equate to a precept of £921,490 which is a 3.2% increase on the 2024/25 budget.

**RECOMMENDATION.**

That the committee APPROVES a precept of £921,490 for 2025/26.

**F32 DATE OF NEXT MEETING**

To be confirmed

NICHOLA REAY  
Clerk to the Council  
10<sup>th</sup> December 2024