

# Clerk's Report and additional information for items for the Finance and Governance Committee Meeting 3<sup>rd</sup> December 2024.

- 1) Café – A working group was appointed at the Full Council meeting in November. They have met once and another meeting is scheduled for Monday 2<sup>nd</sup> December.
- 2) AGAR – There are no further updates.
- 3) Café Oven – an oven was purchased but unfortunately when the old one was taken out it was found the new one was not compatible with the building's electrics. The oven was returned to Nisbet and a new more suitable version was reordered. This is due to be fitted on Thursday 28<sup>th</sup> November. The Clerk is awaiting a refund from Nesbit for the original oven. She will continue to chase this.

## **Item 7 Financial Transactions**

The Clerk will send the list of payments, income and invoices to all Councillors on Friday once everything has been checked by Cllr C Mulroney.

## **Item 8 Financial Review**

The reconciliations and the budget comparison report will be circulated on Friday once everything has been checked.

## **Item 9 CIL, Earmarked Reserves and Unallocated Reserves**

The Clerk has circulated the CIL report and the Earmarked Reserves report which also shows unallocated reserves. These reports were looked into and discussed with Cllr C Mulroney to bring to the meeting.

The Clerk asks the committee to discuss both reports and agree for the financial year.

## **Item 10 Grant Process**

The Clerk as the RFO has great concerns over allocating grants but not actually paying them out and allowing the recipient to use it against hall hire. The Clerk feels this is bad accounting as there are groups who have had grants from previous years,

and they are still not completely spent. Therefore, the grants are not really being accounted for each year.

The Clerk asks that this process stops and that anyone who applies for a grant physically receives the funds and they are still invoiced by the Council for any hall hire in the normal way which they then have to pay.

### **Item 11 Bank Mandate and Bank Accounts**

The Clerk asks for at least another 4 Councillors to be made signatories on the bank account. At present it is just the Clerk and Cllrs Suttling and Garston. This is not adequate for the Clerk to be able to ask Councillors to sign and authorise payments. This will have to go to Full Council in January to be ratified.

The Clerk asks the Council to allow her at the end of the financial year to close the Payroll account and the Impress account at the bank. There is no need for the Council to have a separate payroll account for salaries. Similarly, there is no need for an impress account for sundry items. Everything can come out of the normal bank account. Having the extra accounts just make more work for the Finance Officer. There is no legal requirement to have either of these accounts. If the committee are in agreement this will have to go to Full Council for ratification.

### **Item 12 Financial Regulations**

The Clerk has gone through the new financial template from NALC and asks the Council to read through it and agree them for the current financial year for recommendation to Full Council. Amounts for authorisation have been kept the same as previous years.

### **Item 13 Asset Register**

The Clerk will distribute this on Friday. She asks the Council to read through the asset register and agree it for the financial year 2024/25.

### **Item 14 Contracts**

The Clerk will distribute a list of all the contracts the Council has on Friday. The Clerk asks the Council to discuss and acknowledge them.

### **Item 15 Petty Cash**

The Clerk would like to stop the petty cash. This is not something that is used very often, everything these days can be purchased online and paid for online or by card. Therefore, the Clerk asks that at the end of the financial year the Council no longer has petty cash.

### **Item 16 Tender for Christmas Lights**

The Clerk asks the committee to appoint a small group consisting of 2 Councillors and the Clerk to look at producing a tender for the Christmas Lights.

### **Item 17 IT Hardware Investigation and Upgrade**

The Clerk has circulated a quote for Lodge Information Services (ICE) to investigate the wiring and internet in the whole building and upgrade it. At present what we have is various connections with dongles and wifi boxes throughout the building. There seems to be two server boxes which ICE could not understand the relevance of. They will need to run and trace all wiring and then remove unnecessary equipment and wiring and make the building more fit for purpose.

The Clerk asks the Council to discuss this and agree for the works to be undertaken.

### **Item 18 Policies/Process and Statements**

The Clerk has circulated the various policies. The Statement of Internal Control and the Bio-Diversity Statement are both new and something the Council is expected to have. The Reserves Policy and the Scheme of Delegation have been updated.

The Clerk asks the Council to discuss and consider the papers and agree.

### **Item 19 Gas and Electricity Quotes**

The Clerk will bring to the meeting quotes for a new Gas and Electricity contract for consideration. These are all due to expire at the end of December/beginning of January.

### **Item 20 Draft Budget**

The Clerk has circulated the draft suggested budget for 2025/26. The Clerk has sat with Cllr Mulroney to go through the C&C budget. The Salaries has a supporting excel spreadsheet to show how these are worked out. This will be brought to the meeting as the content is confidential and the Clerk will ask for this paper back at the end of the meeting.

The Clerk asks the committee to discuss the paper and advise the Clerk of any amendments or changes they feel are needed and then this can go to the Full Council meeting in January for further discussion and ratification.

