

**DRAFT SUBJECT TO THE APPROVAL OF THIS COMMITTEE AT THE MAIN
COUNCIL MEETING OF 2ND JULY 2024**

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & ADMINISTRATION COMMITTEE
HELD AT FELPHAM COMMUNITY HALL
ON TUESDAY 4TH JUNE 2024 AT 5.30 PM.**

**PRESENT: Vice Chair: Councillor Russ Marsden-Sear
Councillors: Emma Aylward, Antony Bassett, Bob Budd, Kirsty Halls**

F 17. APOLOGIES FOR ABSENCE:

Councillors: Glen Hewlett, Jules Verhulpen, Pat Young

F 18. DECLARATIONS OF INTEREST:

None

F 19. QUESTION TIME FROM MEMBERS OF THE PUBLIC:

None

F 20. RFO/CLERK'S REPORT:

None

F 21. CORRESPONDENCE/ANNOUNCEMENTS:

The Clerk advised councillors that the cost of the photocopier was a budgeted spend but approval was now sought for a new 5-year deal with Managed Technology. Current Cost per quarter: £705.55. Proposed cost: £490.74. Saving: £214.81 (£257.77 inc.VAT) Over 5 years a saving of approximately £4300.00 and a new copier will be provided.

Councillor Kirsty Halls proposed that councillors agree the new contract. This was seconded by Councillor Bob Budd, and it was unanimously RESOLVED that the RFO/Clerk proceed with the new contract.

F 22. COMMUNITY HALL REPORTS:

These had been circulated to all Councillors, prior to the meeting, for information.

Councillors requested that a quotation be sought for mesh guards to cover the windows as at Jubilee Hall, Middleton where similar issues were experienced with windows being broken. **Community Hall Assistant to obtain quotation.**

F 23. FINANCIAL ACCOUNTS OF THE COUNCIL FOR MAY 2024:

These were circulated to all Councillors, prior to the meeting, for information.

It was requested that the meeting formally approve the financial accounts of the Council as a true and accurate financial record for the month of May 2024.

It was RESOLVED that the accounts as presented, be approved as a true and accurate record and that bank balances were agreed against reconciliation and to recommend to Main Council the expenditure as shown on the report.

F 24. ANNUAL AUDIT REPORT AND AGAR (ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN)

The Clerk outlined the process of auditing and returns and explained the documents in detail to councillors. The internal report was carried out on 16th May and will now be sent to the external auditor and independently audited.

Councillor Bob Budd proposed that councillors accept and approve the Annual Audit Report and AGAR. This was seconded by Councillor Antony Bassett and unanimously agreed.

F 25. TO AGREE DONATION OF UNCLAIMED COUNCILLOR ALLOWANCES.

Councillors Russ Marsden-Sear and Bob Budd requested approval to donate their unused councillor allowances to St. Wilfrid's Hospice.

Councillor Kirsty Hall proposed that councillors agree the donation of unclaimed councillor allowances. This was seconded by Councillor Bob Budd and unanimously agreed.

F 26. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN):

The meeting closed at 5.50 pm.

DATE OF NEXT MEETING: Tuesday 2nd July 2024 at 5.30 pm, St. Mary's Centre, Grassmere Close

Approved.....

Date.....