

# PRESTBURY

P A R I S H C O U N C I L

Parish Council Office - The Pavilion - New Barn Close – Prestbury – Cheltenham – GL52 3LP

**MINUTES (subject to agreement at the next Committee meeting) of a meeting of the Finance & General Purposes Committee held on Wednesday 12<sup>th</sup> February 2025 at 10am at The Pavilion, Prestbury**

Councillors Present: Cllrs N. Atty (NA), Martyn Hansen (MH) Chairman, S Hope (SH), and L Langrish (LL)

Also Present: Locum Clerk/RFO

Item		
<b>24/094</b>	To receive Apologies Apologies were accepted from Cllr Breach and Cllr Bishop	
<b>095</b>	Declarations of Interest None	
<b>096</b>	<b>To approve the Minutes</b> of the F&GP Meeting held on 15 <sup>th</sup> January 2025 The Minutes were approved as a true record by unanimous vote	
<b>097</b>	<b>Matters arising:</b> None	
<b>098</b>	<p><b>Finance &amp; Governance:</b></p> <ol style="list-style-type: none"> <li>1. Approve the payments list – <b>Payments were approved in the sum of £3702.9. Interim payments list of £2517.24 was circulated and agreed.</b></li> <li>2. Approve the bank reconciliation for January <b>Current &amp; Deposit balances of £259736.77 in total were approved</b></li> <li>3. Approve the financial statements – <b>The financial statements were approved</b></li> <li>4. Discuss the accounting systems – the meeting agreed the following recommendations by the Clerk: <ul style="list-style-type: none"> <li>• noting the current practice of working on an income and expenditure basis/balance sheet but not processing purchase/sales invoices through Scribe or PAYE requires making manual year-end adjustments for debtors/creditors</li> <li>• the internal auditor to review the VAT returns, supported by reports printed and filed for safekeeping by office staff.</li> <li>• make two payment runs in the month, one immediately after the FGP meeting and one after the Council meeting, against a list of payments presented to each meeting. Payments should be made by staff once banking arrangements are complete.</li> </ul> </li> <li>5. Approve the audit fees for the 24/25 accounts – the auditor has now advised that he has retired. Clerk to approach GAPTC to carry out this year’s audit the cost is likely to be £450 – <b>agreed in principle</b></li> <li>6. Consider any quotations/notifications arising from the Facilities Management Committee meeting – <b>A quotation for tarmac surfacing of the entrance driveway and compound entrance in the sum of £7250 was agreed in principle for the next financial year</b></li> <li>7. Arrangements for Annual Parish Meeting – Due to the 3<sup>rd</sup> Monday falling in Easter the meeting will be on <b>23<sup>rd</sup> April at 6.30pm</b></li> </ol>	

<p><b>099</b></p>	<p><u>To consider and agree Savings Account options</u> Options available to Local Authorities were discussed; Hampshire (HTB) offer</p> <p>4.10% easy access or 95 day notice 3.95%</p> <p>Redwood bank offer :</p> <p>1 year fixed rate bond at 4.50% or 35 day notice business account at 4%</p> <p><b>The Committee agreed by unanimous vote to invest £85000 in a 1 year fixed bond with Redwood, and another £85000 in an easy access account with Hampshire as soon as possible. FSCS &amp; FCA checks had been made.</b></p> <p>A separate current account was recommended by the clerk to run the allotments finances.</p> <p>Other bank arrangements to be sourced.</p>	
<p><b>100</b></p>	<p><u>Receive and note confidential minutes of the Staffing Committee meetings</u> The Parish Clerk post has been readvertised with a 14 February closing date after the selected candidate declined the job offer. After discussion, FGP agreed that the Locum clerk be retained on 10 hours per week from 1st March to ensure a smooth handover to the new clerk when appointed. Now that the Admin Officer is established in post, Parish Office staff will resume responsibility for maintaining email distribution lists for volunteers such as litter pickers, sensory garden and planters.</p>	
<p><b>101</b></p>	<p><b>Matters for Future Consideration (not to be discussed)</b> None</p>	
	<p><b>Next meeting date</b> <b>12<sup>th</sup> March 2025</b></p>	