

**DRAYTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

Minutes of the meeting of the Finance & General Purposes Committee held on **Thursday 25th July 2024**, 7:00pm at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs J. Anderson, G. Everett (Chair), A. Taylor and S. White.

In Attendance: Amy Pinkham, Assistant Clerk & RFO

Meeting Opened: 7:03pm

1. To receive apologies and consider acceptance for absence

Apologies received and accepted for Cllr. Crotch.

2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation

None.

3. To receive minutes of the meeting of the Finance & General Purposes Committee held on 25th April 2024 for approval [FGP1]

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

4. To receive any questions or comments from members of the public on matters on the agenda

No members of the public present.

5. To receive Clerk's Report on Committee matters arising from previous meetings [FGP2]

The Committee noted the report.

6. To note confirmation of Reserve Transfers per 2024/25 Budget [FGP3]

The Committee noted the completion of the reserves transfer with no further comments.

7. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure for Q1 [FGP4]

The Committee noted the report with no further comments of recommendations.

8. To receive internal control check Q1 and consider recommendations for action [FGP5]

The Committee received the internal control check for Q1. Further to note 2 of the report it was confirmed that a CIL receipt of £5283.99 was received on 19th April 2024.

9. To note best practices for reporting Credit Card Purchases in Scribe [FGP6]

The Committee noted the revised procedures for reporting Credit Card purchases in Scribe with no further comments of recommendations.

10. To consider appointment of Internal Auditor and make recommendations for approval by Council [FGP7]

The Committee **AGREED** to recommend the appointment of Mrs. V. S. Waples for approval by Council, citing their experience with local council's and the clear and thorough supporting paperwork.

Committee Members: Cllrs. J. Anderson, A. Crotch, G. Everett (Chair), A. Taylor and S. White.

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11. To review banking arrangements including bank mandates and make recommendations to Council [FGP8]

The Committee **AGREED** to recommend the removal of Cllr. Quinsey as a bank signatory for all accounts and to appoint Cllr. White as his replacement for approval by Council.

It was noted that a bank mandate change request to remove all access for the Parish Clerk following their resignation had been submitted to Unity Trust Bank and was pending confirmation of completion.

A further mandate change request to remove the Parish Clerk would be required for Nationwide and would be completed pending confirmation of removal of Cllr. Quinsey and appointment of Cllr. White at the August meeting of the Council.

12. To consider draft proposal for website development and quote for works [FGP9]

The Committee **AGREED** to instruct Steve Jackman to undertake the development of the website as presented with no further amendment.

The Committee **AGREED** to upload a maximum of 4 years of minutes and accounts to be readily available on the website with further years available upon request to the Council Office. The 4 years would include 3 past financial years and the current financial year.

The Committee **AGREED** to continue with the existing colour scheme and logo of the Parish Council website. It was noted that a better quality picture of the Drayton sign would be beneficial.

It was noted that all Council members would have the opportunity to review a final draft of the website prior to publication.

13. To consider budget proposals for new projects for the 2025/26 financial year [FGP10]

The Committee **AGREED** to include draft budget lines for consideration at the October meeting of the Committee as follows; additional 8 streetlights, quote for Norfolk ALC membership, reinstatement surveys every 3 years and an uplift of 5% across all applicable existing budget lines.

It was noted that the new telephone system was expected to go live from 8th August and that a new business handset would be beneficial to support the new system.

14. To receive draft 3-year action plan and make recommendations for amendment [FGP11]

The Committee **AGREED** to extend the meeting by 15 minutes.

The Committee **AGREED** to recommend the draft 3-year action plan for adoption by Council as presented subject to inclusion of an action to develop a recruitment strategy for Councillors.

It was anticipated that the draft plan would be considered at the November Budget meeting of the Council.

15. To note exchange of information

None.

16. To note the date and time of the next meeting is scheduled to take place on Thursday 31st October 2024 at 7:00pm at KGV Pavilion

Meeting closed: 09:14pm

Committee Members: Cllrs. J. Anderson, A. Crotch, G. Everett (Chair), A. Taylor and S. White.