

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

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

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

In Attendance: Amy Gallant, Assistant Clerk & RFO

Meeting Opened: 7:00pm

1. To receive apologies and consider acceptance for absence

None.

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 21st March 2024 for approval

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 updates on Committee matters arising from previous meetings

The Committee noted the report.

6. To receive internal control check Q4 and consider recommendations for action

The Committee received the internal control check for Q4 with no further comments or recommendations.

7. To appoint Committee member to undertake Internal Control Checks for Proper Bookkeeping

The Committee **AGREED** to appoint Cllr. A. Taylor to undertake Internal Control Checks for Proper Bookkeeping for 2024-25.

8. To consider list of regular payments, Direct Debits, Standing Orders and BACS for approval by Council

The Committee **AGREED** to present the list of regular payments, Direct Debits, Standing orders and BACS for approval by Council. It was clarified that Lebara payments were paid on the Credit Card and cleared by Direct Debit each month.

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9. To review effectiveness of Internal Control

The Committee reviewed the effectiveness of Internal Control with no further amendment to existing procedures.

10. To review asset register for appropriateness and accuracy

The Committee reviewed the asset register and made no further amendments. It was noted that future iterations of the asset register should be presented in order of location for ease of reading.

11. To review insurance needs and make recommendations to Council

The Committee **AGREED** to recommend to Council to increase the declared value of playground equipment to £232,007.30.

The Committee **AGREED** to include a building valuation for the KGV Pavilion and Longdale Pavilion as part of the 2025-26 budget setting exercise.

12. To note payment of £397.92 (excluding VAT) for Adobe Acrobat Pro Annual subscription

The Committee noted the payment.

13. To note exchange of information

None.

14. To note the date and time of the next meeting is scheduled to take place on Thursday 25th July at 7:00pm at King George V Pavilion

Meeting closed: 7:20pm