



WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Mark Bobby, Vice-Chairman: Liam McMahon

Responsible Financial Officer & Chair of Finance: Dawn Clegg

Clerk to the Council: Jolene Towne

Minutes of the Winterton-on-Sea Parish Council Meeting held on Wednesday 12th June 2024 at 6:50 PM at the Village Hall

Councillors present: Mark Bobby, Marina Carr, Dawn Clegg, John Smithson, Liam McMahon, Nigel Coe,

Public present: 0 members of the public,

Minutes taken by: J Towne

Cllr. D. Clegg welcomed everyone to the meeting & thanked them for their support.

1. To elect a Chair of the Finance Committee (period of one year)

Cllr. M. Carr proposed Cllr. D. Clegg for the role of Chair which Cllr. L. McMahon seconded. There were no other nominations and all members present UNANIMOUSLY ELECTED CLLR. D. CLEGG .

Cllr. D. Clegg accepted the position

2. Apologies and Quorum determined.

2.1 Apologies received. NONE

2.2 Quorum was determined

3. Declarations of Interest

3.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item- NONE RECEIVED

3.2 To consider any dispensation requests received. NONE RECEIVED

4. Minutes of the previous meeting

4.1 Councillors AGREED that the minutes of the Finance Council meeting held on Wednesday 21st March 2024 was an accurate record of that meeting.

4.2 The Action Log from that meeting were reviewed (*where not included in this agenda*)

Action 10-12-23 F4	Is Closed as Action is in progress
Action 21-03-24 F1	Is Closed as Action completed
Action 21-03-24 F2	Is Closed as agreed to quarterly VAT Claims
Action 21-03-24 F3	Is Closed as Action is in progress
Action 21-03-24 F4	Is Closed as Action completed
Action 21-03-24 F5	Is Closed as Action completed
Action 21-03-24 F6	Is Closed as Action completed
Action 21-03-24 F7	Is Closed as Action completed
Action 21-03-24 F8	Is Closed as Action completed
Action 21-03-24 F9	Is Closed as Action completed

5. AGAR – Already Agreed and Minuted Separately

6. Accounting Processes from Financial Regulation

- 6.1 Cllr. Clegg led the review of presented receipts and expenditures against the budget, year-to-date with no overspending or use of reserves to report. (Fin. Regs 4.8)
- 6.2 The Bank Reconciliation to end March 2024 was reviewed by the committee and is recommended for approval at the next full council meeting. Cllr. Smithson (who is not the Chair, nor any bank signatory, nor the RFO and/or the Clerk) verified against bank statements and payments/receipts and signed the bank reconciliation as confirmation of his agreement. Cllr. Smithson has supplied this internal control throughout this financial year.
- 6.3 As per Fin. Regs 5.1, the committee reviewed Banking arrangements, mandate, and signatories and recommended to full council that the bankers remain unchanged as Cllr. D. Clegg, Cllr. L. McMahon and Cllr. N. Coe.
It was confirmed that J. Towne is now the RFO.
- 6.4 Cllr. Clegg and J. Towne confirmed that all invoices received to date have been examined, verified, and certified according to our Financial Regulations 5.3. There were no unpaid, withdrawn, or refunded invoices, however, one club had overpaid by £30, which has therefore been allocated to the next invoice raised for this club. Cllr. Bobby has reviewed and signed the payments and receipts presented this quarter.
- 6.5 The list of regular payments (for 2024/25) was reviewed, noting that salaries, Norfolk Pensions, and HMRC have been added for completeness: these are paid by BACS, not direct debit, as amounts (may) vary but those authorised to make payments should ensure they appear in the monthly payment run.
As per 5.7 of the Fin. Regs the full payment list is reviewed each month at full council. Therefore, the list of regular payments was signed by Cllr. Bobby.

7. Housekeeping

- 7.1 The Financial Risk Assessment for this parish council was reviewed, approved, and adopted
- 7.2 The proposal to start charging a deposit on new renters' plots to avoid the ongoing clearance costs was considered, however, felt that instead of a deposit, to offer new renters, who agree to take on allotments that require clearance a 3-month grace from rent – **ACTION – Cllr. L. McMahon**
- 7.3 The receipts to be issued for donations given were reviewed and approved.

8. 2024-25 Budget review, revision and virement

- 8.1 Councillors considered y-t-d figures presented with a reasonable estimation of the forthcoming quarter, noting that there were underspends but significant planned spend and therefore DECLINED to make any recommendations to full council for any revisions to the budget. (See 4.2 of Fin. Regs)
- 8.2 It was agreed that no amounts need to be moved between current and savings accounts beyond the normal 'flow' of funds to ensure sufficient in the current account to cover payments with the balance held in savings to optimise interest payments.

- 8.3 No new provisions were required as there were no changes to the budget or reserve plans.
- 8.4 Council examined the reserves' budgetary planning for any revisions. It was CONSIDERED to merge the S137 reserve into the website reserve however this was required for the agreed Bowls Grant, so no changes were AGREED.
- 9. Consider recommendations to council to authorise expenditure against proposals,**
- 9.1 Grass Cutting – The impact of paying Contractors to cut monthly to ensure that the grass cutting is maintained was considered with an anticipated overspend of approximately £400/£500. This was AGREED
- 9.2 Confirm Concurrent Functions £1,300 to be paid to Church - CONFIRMED
- 9.3 Confirm Annual Grant of £600 to be paid to Winterton in Bloom – CONFIRMED
- 10. To agree the Finance Committee Terms of Reference**
These were agreed upon and will be recommended to the full Council for approval.
- 11. VAT**
- 11.1 The RFO/Clerk was instructed to undertake a VAT return – **ACTION- J. Towne**
- 12. Any Other Business**
The matter of the children's play equipment was raised as to whether regular checks are taking place and to ascertain the insurance level for this area – **ACTION – J. Towne** to contact GYBC for clarification.
- 13. Date of Next Meeting**
It was AGREED that the next meeting of the Finance Committee will be held on 11th September 2024 in the Village Hall.
- 14. In accordance with the Public Bodies (administration to meetings) Act 1960, the meeting will RESOLVE to exclude the press and public during the following items due to their confidential nature.**

None.

Meeting ends 20:01