



WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Mark Bobby, Vice-Chairman: Liam McMahon

Chair of Finance: Dawn Clegg

Responsible Financial Officer & Clerk to the Council: Jolene Towne

Minutes of the Winterton-on-Sea Parish Council Finance Committee Meeting held on Wednesday 11th December at 6:30 PM at the Village Hall

Councillors present: Mark Bobby, 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. Apologies and Quorum determined.

- 1.1 No Apologies Received
- 1.2 Quorum was determined

2. Declarations of Interest

- 2.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item. NONE RECEIVED
- 2.2 To consider any dispensation requests received. NONE RECEIVED

3. Minutes of the previous meeting

- 3.1 Councillors AGREED that the minutes of the Finance Council meeting held on Wednesday 11th September 2024 were an accurate record of that meeting.
- 3.2 The Action Log from that meeting were reviewed (*where not included in this agenda*)
 - Action 12-06-24 F1 Is Closed as Action is completed
 - Action 11-09-24 7.2 Is Closed as Action is completed
 - Action 11-09-24 9.1 Is Closed as Action is completed
 - Action 11-09-24 9.2 Is Closed as Action is completed

4. Accounting Processes from Financial Regulation

- 4.1 Cllr. Clegg led the review of presented receipts and expenditures against the budget, year-to-date. (Fin. Regs 4.8) As per the previous finance meeting, on As anticipated, there has been a slight overspend on the grass-cutting budget of £135.00
The Utilities remain showing as higher than anticipated due to an error by the utility Company with billing which led to a portion of last year's electricity being paid from this year's budget as previously recorded.
To note the Insurance and Scribe subscriptions are due for payment in Feb/March 2025.
- 4.2 The Bank Reconciliation to end November 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 continued to supply this internal control throughout this financial year.

- 4.3 As per Fin. Regs 5.1, the committee reviewed Banking arrangements, mandate, and signatories and recommend to full council that all banking arrangements remain unchanged including signatories as Cllr. D. Clegg, Cllr. L. McMahon and Cllr. N. Coe.
- 4.4 RFO confirmed all invoices to date have been examined, verified, and certified as per Financial Regulations 5.3. There were no unpaid, withdrawn, or refunded invoices.
Cllr. M. Bobby has reviewed and signed the payments and receipts presented this quarter.
- 4.5 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. One change has taken place following Cllr. M. Carr resignation whereby Google one is now charged to Clerk J. Towne and will be reimbursed when required.
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. L. McMahon & Cllr. J. Smithson

5. Housekeeping

- 5.1 The anticipated payments and receipts for December 2024 were reviewed and APPROVED. (no full council meeting in December 2024)
- 5.2 Budget cost centres/codes were discussed to ensure correct allocations were being made. CONFIRMED.
- 5.3 It was AGREED that the list of supplier details will be reviewed again in the next meeting. *This is a confidential item for councillors only.*
- 5.4 The process to update the asset register before the next full council meeting for insurance (February) and year-end audits was allocated for **ACTION to Cllr. D. Clegg and J. Towne**

6. 2024-25 Budget review, revision and virement

- 6.1 Councillors considered y-t-d figures presented and with a reasonable estimation of the forthcoming quarter, and significant spends forthcoming, no revisions to the budget were recommended. (See 4.2 of Fin. Regs)
Electrics to be repaired /replaced in the Changing Rooms were noted.
- 6.2 It was agreed that no amounts need to be moved between current and savings accounts beyond the normal 'flow' of funds to ensure sufficient funds are in the current account to cover payments with the balance held in savings to optimise interest payments.
- 6.3 No new provisions were proposed at this stage.
- 6.4 The reserves budgetary planning was examined with no requirement for any revisions at this stage.

7. Consider recommendations to council to authorise expenditure against proposals,

7.1 None at Present.

8. 2024-25 Budget & Precept

8.1 Councillors considered the annual income and expenditure (without reserves and concurrent functions) and therefore, the proposed 2025-26 budget including anticipated precept request.

The proposed budget remains confidential until approved by the full council. The meeting discussed budget vs. reserve allocations, business contingency allowance, and queried calculations.

The proposal to the full council was to increase the precept by £0.03p per month (for Band D properties).

This committee to recommend submission approval to full council, *the vote for which will be conducted on Wednesday 15th January 2024 at 6.30 pm in the Village Hall.*

8.2 It was AGREED to recommend to Council that all hire rates are to remain unchanged for the time being with the VH hire charge being reviewed in 6 months due to potential rising utility costs.

9. Any Other Business

9.1 To consider replacement Village Hall Sign – Next full council meeting.

9.2 To request a quote for replacement shackles on Children's Play Area swings. – Next full council meeting

9.3 Recreation Ground cesspit emptying timescale to be investigated. – Next full council meeting

9.4 It was AGREED to obtain a quote for the electrics at changing rooms to be repaired/replaced on 'emergency' health & safety measures.

10. Date of Next Meeting

It was AGREED that the next meeting of the Finance Committee will be held on Wednesday 12th March 2025 at 6.30 pm in the Village Hall.

11. 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 Closed: 19:55