



Congresbury Parish Council

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Chairman:
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Minutes of the Finance Committee meeting of **Congresbury Parish Council**, held at the Old School Rooms, Congresbury on **Wednesday 24th April** at 7.30pm.

Present: Cllrs Holland, Hill, Razzell and Cove
In Attendance: Gemma Palmer (RFO)
Members of the public or press present: None

Meeting commenced 7:30pm

2412 To receive apologies for absence
Resolved: Cllr Burd

2413 Public participation
The Chairman of the Committee will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion)
Resolved: None

2414 Declarations of Interest
Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the Parish Council's Code of Conduct and to consider any requests from members for Dispensations.
Resolved: None

2415 Budget 2023/24
RFO provided the annual budget report to show income and expenditure from April 2023 to March 2024. Areas of the budget were considered in detail with areas of increased income, and areas of predicted overspend.
Resolved: All Cllrs noted and agreed the budget.

2416 Reserves Policy and Investment Strategy
To consider a Reserves Policy for level of general reserves required, review and update the Investment strategy.

Resolved: Following internal auditor recommendation and NALC Practitioners Guide, the reserves policy amended and agreed for confirmation at the next available Full Council meeting. Cllr Holland proposed, Cllr Hill seconded and all Cllrs agreed.

Recommend: Ongoing discussions to continue regarding the investment strategy and advice sought from Derek Kemp where necessary.

2417 Congresbury Community Library

Members to consider proposals and establish a financial plan

Recommend: All Cllrs agreed a meeting between members of the Congresbury Library Committee and Congresbury Parish Council is necessary, to discuss and finalise this matter.

2418 Conditions of hire of OSR

To consider deposit(s) and other financial matters within this document and on website

Resolved: 'Conditions of Hire – the Old School Rooms' agreement and 'Key Control Policy' both amended to include additional conditions and responsibilities. Cllr Cove proposed, Cllr Razzell seconded.

2419 Unity Trust Bank card payment system in Parish office

To consider the potential set up implications and running cost(s)/booking fee(s).

Alternative system 'hall booking online' considered, as Unity Trust partner 'Elavon' did not return RFOs various attempts to contact them for information.

Resolved: To sample a free 60 day trial from 'hall booking online' once further information has been obtained from the system provider concerning regular bookings etc. Cllr Cove proposed, Cllr Hill seconded.

2420 Additional expenditure for 2024/25

Members to review recent price increase of cleaning rates and annual subscription for Microsoft 365 (email functionality)

Resolved: Price increase of cleaning rates manageable within current budget heading, budget heading movement required from Parish Website to Computer Software & Support for annual subscription of Microsoft 365. Cllr Razzell proposed, Cllr Holland seconded.

2421 Non-payment of room hire

To review the outstanding payments

Resolved: Write to the hirer and advise if no contact continues, regarding non-payment of room hire charges, further action will be taken to reclaim costs with the small claims court. Cllr Holland proposed, Cllr Hill seconded.

2422 Next Finance meeting

Recommend: The next Finance meeting to be arranged once the annual Parish meeting has taken place.

Meeting ended: 22:00pm

Signed: .....

Date: 13/5/24