



Congresbury Parish Council

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Minutes of the Finance Committee meeting of **Congresbury Parish Council**, held at the Old School Rooms, Congresbury on **Monday 5th August 2024** at 7.30pm.

Present: Cllrs Holland, Razzell and Burd
In Attendance: Gemma Palmer (RFO)
Members of the public or press present: 1

Meeting commenced 7:30pm

2423 To elect a chairman for the year 2024/25

Resolved: Cllr Holland re-elected as Chairman. Cllr Razzell proposed and Cllr Burd seconded.

2424 To receive apologies for absence

Resolved: Cllrs Cove & March

2425 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: Di Hassan spoke about the Congresbury Youth Partnership and shared additional information about the youth work provider, and current activities held for the residents of Congresbury and surrounding areas.

Di Hassan left the meeting 7:39pm

2426 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

2427 Annual Governance and Accountability Return (AGAR)

Resolved: 2023/24 year-end accounts submitted in time, necessary action taken on the Parish website and public noticeboard. RFO to provide further update once received from the external auditor. All Cllrs noted and thanked RFO.

2428 Financial Regulations

To review regulations following new NALC model published in April-May 2024

Resolved: The Financial Regulations were amended as per the NALC model, and internal auditor recommendation of thresholds detailed by a Statutory Instrument published in December 2023. Cllrs agreed for confirmation at the next available Full Council meeting. Cllr Burd proposed, Cllr Holland seconded and all Cllrs agreed.

2429 Investment Strategy

Following the internal auditor recommendation, members to revisit this matter as per the Finance meeting in April 2024.

Resolved: RFO amended the Investment Strategy and list of Parish Council investments in place, to simply be updated annually. Cllrs agreed this for confirmation at the next available Full Council meeting. Cllr Razzell proposed, Cllr Holland seconded and all Cllrs agreed.

2430 Consideration of additional Bank account(s)

Financial Services Compensation Scheme (FSCS)

Resolved: RFO to investigate additional alternative bank accounts and ask surrounding Parish Councils for recommendations of the financial institutions they bank with. This agenda item and any findings to be shared at the next Finance meeting. Cllr Holland proposed, Cllr Razzell seconded all Cllrs agreed.

2431 Unity Trust Bank Signatories

Members to review and consider authorised signatories, and discuss procedures

Resolved: RFO summarised requirements of invoice signatures and bank authorisation. No additional authorised signatories required, at this time. All Cllrs noted

2432 Library Kitchen Project

Members considered information received from North Somerset Council

Resolved: Congresbury Parish Council to initially purchase the pre-agreed kitchen items and North Somerset Council will reimburse these costs. If suppliers quote expires and costs increase, work can continue providing revised total does not exceed £1600. Cllr Holland proposed, Cllr Burd seconded all Cllrs agreed.

2433 Next Finance meeting

Resolved: The next Finance meeting to take place on Monday 2nd December 2024. All Cllrs agreed.

2434 Exclusion of Press and Public

Recommended – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following



items of business by reason of the confidential nature of business to be transacted – to consider commercial matters.

2435 Congresbury Youth Partnership

Review and discussion of past, present and future grant money, payment made and internal/external procedures.

Recommended: Due to insufficient information, ongoing discussions are required to continue consideration of grant monies. This agenda item and any further information received to be shared at the next Finance meeting. All Cllrs agreed.

2436 Public Toilets

To consider information received from North Somerset Council and Wards Solicitors.

Resolved: Historical records confirm Congresbury Parish Council received a grant from North Somerset Council at the time of ownership transfer. No further action required, at this time. As there is an ongoing access issue the Finance Committee members resolve for this matter to be continued at the next available Full Council meeting. Cllr Razzell proposed, Cllr Burd seconded and all Cllrs agreed.

Meeting ended: 20:49pm

Signed: 

Date: 16/9/24