



Congresbury Parish Council

Orchard House
The Old School Rooms
Station Road
Congresbury
BS49 5DX

Tel: 01934 838802

www.congresbury-pc.gov.uk

Chairman:

Parish Clerk:

RFO:

Administrator:

Nicky Andrews

Gemma Palmer

Catrin Lewis

Email: clerk@congresbury-pc.gov.uk

Email: finance@congresbury-pc.gov.uk

Email: admin@congresbury-pc.gov.uk

Minutes of the Finance Committee meeting of **Congresbury Parish Council**, held at the Old School Rooms, Congresbury on **Monday 6th March 2023** at 7.30pm.

Present: Cllrs Hill, Holland and Underwood

In Attendance: Gemma Palmer (RFO)

Members of the public or press present: 0

Meeting commenced 7:30pm

2133 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

2134 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

2135 To receive apologies for absence

Resolved: None

2136 Grants 2023/24

The following grant applications for 2023/24 were considered;

Resolved – Congresbury Youth Partnership application of £18,000 has been approved. Cllr Holland proposed and Cllr Underwood seconded.

Resolved – Congresbury Community Library application of £3,800 has been approved. Cllr Underwood proposed and Cllr Holland seconded.

Resolved – Congresbury Scouts and Guides application of £1000 has been approved. Cllr Holland proposed and Cllr Underwood seconded.

KDH

Resolved – Vision North Somerset application of £500 has been rejected. The Parish Council consider grant applications for this financial year should be allocated to the immediate locality of Congresbury. Cllr Underwood proposed and Cllr Holland seconded.

Recommended – Millennium Green Trust application has been suspended following further discussions at the next Millennium Green meeting, date to be confirmed.

Resolved – The Millennium Green Trust application will be reconsidered at the next Finance meeting.

2137 Budget 2022/23

RFO provided Annual budget and report

Recommended: The Strawberry Line donation of £1000 has no allocated budget for payment. It is recommended to re-adjust the 2023/24 grant budget to accommodate expenditure by moving money from one budget heading to another.

Resolved - Cllrs acknowledged this and agreed it was reasonable to move £1000 from Congresbury Youth Partnership (budgeted £19,540 grant approved £18,000) to accommodate this. Cllr Holland proposed and Cllr Underwood seconded

2138 AGAR 2021/22

Annual Governance & Accountability Return (AGAR) 2021/22

Resolved: Cllrs noted the external audit for 2021/22 was completed by PKF Littlejohn LLP on 13th January 2023, and the Parish website was updated accordingly.

2139 Change of External Auditor

Smaller Authorities Audit Appointments (SAAA) has appointed new external auditor.

Resolved: Cllrs noted the SAAA has appointed BDO LLP for the 5-year appointing period from 2022/23 until 2026/27.

2140 Bank signatories

Members to consider Parish Clerk and an additional Cllr(s) signatory to be added to the account, removal of Cllr(s) and RFO authorisation.

Resolved: Parish Clerk and Cllr Underwood to be added, Cllr Sampson be removed and RFO authorisation to be transferred. Cllr Holland proposed and Cllr Hill seconded.

2141 Beneficiaries

Authorised signatories to confirm beneficiaries on bank account.

Resolved: Councillors agreed the current e-payment system should be changed to reduce usage charges and payment processing time. This will be achieved by adding beneficiaries directly onto the bank account. Cllr Underwood proposed and Cllr Holland seconded.

2142 Rialtas (RBS)

WOK

Omega accounting software quotation and additional software packages to be considered for new financial year.

Resolved: Councillors agreed expenditure for Omega software upgrade. Additional software packages to be reviewed and considered, where necessary, throughout the year. Cllr Holland proposed Cllr Underwood seconded.

2143 Parish Website

Review and update of Congresbury Parish Council website.

Resolved – Councillors noted the website update has been postponed until June 2023 and additional costs may be incurred. Virement amount of £910 to be moved from general reserves to EMR website, as agreed at Finance meeting on 18th October 2021. Cllr Underwood proposed and Cllr Holland seconded.

2144 Finance meeting

Members to confirm date in 2023

Resolved: The next Finance meeting will take place on Wednesday 26th April 2023

Meeting ended: 21.15pm

Signed: K B Hill Date: 20/3/23