

BUCKDEN PARISH COUNCIL

Parish Clerk: Ramune Mimiene, Buckden Village Hall Burberry Road Buckden PE19 5UY.
Tel; 01480 819407

Notice of meeting: **Finance and Compliance Meeting**
Time: 7.00pm to 8.30pm maximum
Date: Tuesday 30 July 2024
Venue: Village Hall, Millard Room and via Zoom if needed (please ask for a link)

5 August 2024

Notes

Finance section

Those in attendance

Anne Howell-Jones, Peter Clark, John Thelwall, Emily Lankfer, Gerald Sansom, Mark Williams, Caroline Underwood. Sue Ashwell (by Zoom), Ramune Mimiene (Clerk)

1. To elect a chair

Mark Williams was elected as Chair.

2. To review and approve ToR, attached

Agreed subject to revisions linked to Climate Change Champion and addition of operational plan details.

3. To discuss any action arising from the meeting held on 30 April 2024

N/A.

4. To review and remind the Advisory Groups to fill in the Advisory Group Requisition Form, attached. Consider incorporating the form into Finance Regs.

The need for this was discussed, the reason it was put in place and whether it should be for all expenditure or for use of reserves.

ACTIONS

- RM to send audit note requiring form.
- MW and RM to discuss use and management of the form.

5. Review of Policies, decide on future review dates:

Finance Regulations - Reviewed February 2024 Minute 02-199/2 – new model has now been received; it had been possible to prepare a revised BPC document in draft before this meeting.

ACTION MW and RM to prepare and present revised regulations to September's meeting.

6. Year End accounts and audit – year End were approved at May BPC. To note Internal audit completed, accounts submitted to external auditors, Notice of Public rights advertised. The internal auditor had made some minor observations with no adverse comments; the use of the requisition form recommended was to be investigated further by MW and RM. The timing of completion of the external audit is awaited.

7. Management information on Budget & Expenditure for individual Advisory Groups

The group welcomed the Q1 I&E report and felt it was easy to understand. The introduction of allocating budgeted income and payments to the month, or months, expected during the year was discussed. Doing so could improve the accuracy of financial forecasting; it could be introduced for FY25/26.

ACTION MW and RM to discuss and make recommendations to Council.

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8. To discuss Quarter 1 I&E

See above; in addition, no specific concerns were raised over income or expenditure items.

9. To consider in year Grants request received from

- **Diddington Church (noted at the last meeting) – amount sought £1,894 – to maintain and repair the ancient fabric of the building and develop the space for community use**
Agreed in principle but to seek more detail on the detail/accuracy of the expenditure, to query other contributors, and to be clear about whether this request is non-recurring or likely to be recurring, noting that it would not necessarily be granted every year.
- **St Neots Museum – amount sought £300 – to continue to develop and extend the range of activities, workshops, and exhibitions that the museum is able to provide. *Note: all residents have the benefit of from free museum entry***
Agreed as a donation, noting that we would wish to see more details of how Buckden residents benefit from it should there be a further request in the future.
- **No named organisation – in support of the tea and chat after exercise class £520.00 (to cover hire of the hall for £30min each week)**
Agreed in the sum of £500, noting that it is an activity that we would wish to see wrapped into the development of the Community Hub.
- **Cambs Libraries (Buckden Branch) seeking £100 for activities and events**
Agreed, but recommended that they apply for a larger grant of £200 and that a further £50 be awarded for additional items at their discretion.
ACTION RM and MW to respond to the requests

It was also noted there was some ambiguity in the Grants and Donations Policy which needed to be addressed, such as the issue of repayment of unspent sums and year on year applications.

ACTION RM and MW To make the revision (*Note: JT has subsequently carried out this revision*).

10. **Roundabout Christmas cover competition** – to note that the last BPC meeting had concluded that it would be prepared to underwrite the £300 total sought by Roundabout for the competition, in the event that Roundabout were to run at a loss again this year.

11. Key dates in Budget setting – It was agreed that:

- Each AG should expect to be asked in early September to discuss detailed budget proposals by no later than mid-October, so that a first draft of next year's budget can be developed.
- These proposals will then to be discussed at the October FAG and amendments made as necessary for it to be presented to the BPC meeting in November.
- This will lead to the submission to HDC, likely to be in late December/early January. At the same time all AG Chairs will be requested to advise which of their budgeted items in the current year would not be completed and invoiced by 31 March (the end of the financial year).

12. Comments from Finance Lead and AOB

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The following were noted:

In future we will need to budget for funding for Community Hub and Youth activities.

ACTION AHJ and CU to discuss and come back with budget proposals for next year.

The need to maximise the return on invested/saved funds.

ACTION MW and RM to review accounts paying the highest interest rates, balanced against ease of utilisation and accessibility of the funds.

Compliance section

1. To elect a chair

Caroline Underwood elected Chair

2. To review and approve ToR

Agreed subject to revisions linked to Climate Change Champion and addition of operational plan details and deletion of repeated paragraph.

3. To consider Local Government Award application

This is no longer an option as we do not have sufficient councillors elected

4. Impact on Standing Orders of the recommendations & any changes arising from new NALC template Financial Regs.

See note 5 in Finance Report above

5. Further suggested amendments to Standing Orders

We need to consider changing ToR to include the need for a Councillor to be in attendance to make the meeting quorate

Propose to PC Standing orders are revised to change the requirement for all AG ToR and membership to be completed in May/June but move it to September

ACTION CU and RM

6. AOB

None