



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 September 2024 at 6:30 PM at the Village Hall

Councillors present: Mark Bobby, Dawn Clegg, John Smithson, Liam McMahon,
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 Apologies received and ACCEPTED from Cllr. M. Carr, Cllr. N. Coe and Cllr. E. Punchard
- 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 12th June 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 F2 Is Closed as Action is completed
Action 12-06-24 F3 Is Closed as Action in progress
The remaining Actions are ongoing

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) We remain on target as the PC is just 6 months into this current budget.
As per the previous finance meeting, on 12/06/24, it should be noted that the grass-cutting budget is anticipated to go over due to additional cuts being required. With regards to the "Admin" Line, whilst it may currently seem as though we haven't spent very much, we are to remember that the Insurance and Scribe Subscription isn't due until February 2025.
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.
- 4.2 The Bank Reconciliation to end August 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 recommended to full council that the bankers remain unchanged 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.

The second invoice to the Cricket Club is to be raised this quarter and it was conveyed that the Cinema Club had one overpayment for one VH Hire. Remaining as credit at present.

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.

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. Bobby.

5. Housekeeping

5.1 The payments and receipts for August 2024 were APPROVED

5.2 The y-t-d spend by budget cost centres/ codes were reviewed to ensure the correct allocations were being made with no changes required

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)

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 in the current account to cover payments with the balance held in savings to optimise interest payments.

6.3 A new provision for playground maintenance was AGREED upon, following the understanding that the Parish Council was responsible for some of the Childrens' Play Equipment. See 6.4

6.4 Council examined the reserves' budgetary planning for any revisions and it was AGREED to reallocate £1,300 from the Website Reserve to the Playground Maintenance reserve to ensure sufficient cover for current repair. As per 6.3

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

7.1 The proposal to complete final payments for the D-Day event to a member of the public was considered and AGREED to take to the next PC Meeting for full approval. LGA 1972 s145, covering the required legislation to be used.

- 7.2 The proposal to purchase a new highway sign for Winterton-on-Sea to replace the missing sign on Hemsby Road was considered. Further clarification of whom is responsible for the cost of replacement required – **ACTION J. Towne.**
- 7.3 The Reserves for the repair of the “Proludic Hip Hop Rocker” equipment in the Children's Play Area was considered and AGREED. To take to full council for approval.
- 7.4 The recommendation to take to full council the actions to be taken regarding the Parish Council’s historic IT equipment were AGREED.

8. . 2024-25 Budget & Precept

It was AGREED to defer this to the planned December 2024 meeting.

9. . Any Other Business

- 9.1 It was discussed that an uplift to next year's budget will be required for grass cutting. A schedule of cuts is to be implemented for 2025/2026 to ensure the green spaces are regularly maintained. **ACTION – Cllr. D. Clegg** to compile a scope of works for future tender.
- 9.2 The matter of potholes in the Recreation Ground Car Park was raised – Cllrs volunteered to repair – **ACTION: Cllr. M. Bobby & Cllr. L. McMahon**

10. . Date of Next Meeting

It was AGREED that the next meeting of the Finance Committee will be held on Wednesday 11th December 2024 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: 20:03