

## **FINANCE ADVISORY GROUP DRAFT MEETING NOTES 29<sup>th</sup> January 2025**

Attendees: Ray Kirby (Chair) (R.K.)  
Clare Atkinson (C.A.)  
Clare Shinner (C.S.)  
Louise Tarleton-Hodgson (L.T.A.)  
Jan Hipkins (J.H.)

Apologies: Kevin Arnott (K.A.)  
Mark Harris (M.H.)

- 1. Examination of Budget (balance v Actual) for 2024-25 3rd quarter.**
  - No major issues found
  - Bank balance £53,262 across three accounts.
- 2. Examine reconciliation against bank statements for third quarter.**
  - 1/11/24 – H.S.B.C. £437.31
  - 1/11/24 – Unity £45,635.29
  - 1/01/2025 – Unity £39,377.71
- 3. Examination of invoices third quarter.**
  - Invoices checked: Top Cut (68) - £819.00, Vodafone (70) - £18.00, C. Atkinson (82) - £123.25, H.P.C. (91) - £45.00
- 4. Internal auditor for 2024/2025**
  - The auditor previously selected has reported as being unwell, therefore an alternative needs to be found. Having spoken to CALC Gill Longley has been recommended. Her costs need to be evaluated before recommendation to Council.
- 5. Examination of Restricted Funds**
  - CIL reserve reduced to £6653.40 (previously £7006.40)
  - H.M.R.C. agreed to take out.
- 6. New Risks to P.C.**
  - Challenges to Council re – audit costs to be increased.
  - Risks to H.P.C. reserves, no new amount included as felt unfair to electors as budget has already been increased by 21.2%.
- 7. New Financial Regulations**
  - New regulations reviewed.
  - Discussions took place regarding whether a three year budget would be appropriate. New regulations do not insist on this. It was suggested that we do the further two years with a 10% increase and review every December before budget is presented for approval.
  - New regulations to be presented to Council at March meeting for approval.
- 8. Internal Audit Review**
  - Changes have already been agreed by P.C. and being progressed, including acquisition of laptop, microphone etc.
- 9. Bank Signatories.**
  - Additional signatories to be added.

- Recommended that Clerk formats payment and 2 councillors to sign.

**10. H.S.B.C. Update**

- Ongoing

**11. Challenges to AGAR 2023-2024**

- Auditors have summarised the issues raised by a parishioner
- Items 5D, 9, & 11 removed out of 18 issues.
- Senior Accounting Officer at Wychavon has acknowledged budget sent to them which results in Band D charge of £40.12 on 2025/2026 which is an increase of 21.2% on current year charge.
- Moss removal quote not accepted at previous P.C. meeting has been reviewed. Further quotes found to be more expensive. Proposed to put to P.C. meeting to accept original Top Cut quotation.

**12. A.O.B.**

- Donation to Manning's Charity on Feb's P.C. meeting Agenda.

**Date of next meeting; T.B.A.**