



WARNDON PARISH COUNCIL – FINANCE COMMITTEE MEETING

Minutes of a Meeting of the Finance Committee meeting of Warndon Parish Council, held virtually at 7.00 p.m. on Tuesday 31 October 2023

Present: Cllrs S Forrest, L Hodgson, D Merriman

In attendance: the Clerk

1. Apologies

There were none.

2. Declarations of Interest and consideration for requests for Councillor Dispensations in line with S33 of the Localism Act 2011

There were none.

3. To approve the Minutes of the previous meeting on 26 January 2023

Council approved the Minutes at the Council meeting on 6 February 2023.

4. To consider Internal Audit arrangements 2023/24

DKE Audit Services have scheduled the audit for 23 January 2024

5. To review Budget YTD 2023/24

The Committee considered the current year budget as reported to 30 September 2023, and estimated future out-turn to end of March 2024. The following were agreed:

Cost Centres

4425 Data Protection - there may be additional expenditure on the professional review of the Current Data Protection policy

4310 Parish Projects/Competitions - the £3k budget may be set against the first stage costs of the benches project, and purchase of up to six additional benches

4360 Benches - the budget allocation to be set against the provision of a memorial bench for the late Cllr Roberts

4365 Neighbourhood Plan engagement - this budget to be carried forward to 2024-25 to cover potential future public engagement costs

4375 Display Boards - if unspent, this budget to be carried forward to 2024-25 for an additional purchase

4390 Sense of Place project - this budget to be withdrawn in 2024-25

4220 Estate Management (2) - this budget may be increased in 2024/25 for tree management work

4230 Dog Bins - this budget to be withdrawn in 2024/25

4250 Miscellaneous Initiatives - Environment - this budget to be increased to £2,500 in 2024/25 for future environmental work initiatives

4260 Environment Committee - this budget to be reduced to £500 in 2024/25

4270 Recycle Initiative - this budget to be withdrawn in 2024/25

1000 Allotments - the committee considered potential rent increase on Mabbs plots in line with the Worcester City allotments sites. The Clerk to check the current contract notice period for rent increase.

6. To consider Budget 2024/25

This was deferred to the January meeting of Finance Committee.

7. To review Grants Policy

The committee considered the current Grants Policy schedule with particular reference to the application process. The following recommendations were agreed:

Applications may now be received and considered throughout the year between 1 April and 31 January.

Applications will be assessed and presented to Council at meetings between May and February

Grant payments will be made within one month of the award being notified to the applicant.

Applicants of successful awards should present written confirmation of how an award was spent within one month of the project end or by 31 March (end of financial year).

8. Date of the Next Meeting: Thursday 25 January 2024 at 7.00pm

The meeting closed at 8.20pm

Signed:.....
(Committee Chair)

Date:.....