

10<sup>th</sup> November 2023

Minutes of the Finance Meeting held on **Thursday 19<sup>th</sup> October 2023 at 10.30am at Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX**  
For the purpose of transacting the business as set out below:

**Minutes**

21/23	<b>Welcome and Introduction to Finance Committee meeting.</b>	<b>Action</b>
22/23	<p><b>Present:</b> Cllr John Warren Cllr Peter Kirkham Cllr Kevin Smith Cllr Ann Ronaldson - Chair Cllr Judy Kite</p> <p>Donna Moore – Clerk Sarah Espey – Responsible Finance Officer (RFO)</p> <p>Cllr C Northwood – attended meeting as invited by the Finance Committee to participate in 4 Year Plan and Budget Preparation agenda items.</p>	
23/23	<b>Apologies for Absence: - None.</b>	
24/23	<p><b>Declarations of Interest:</b> Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared. – <b>None.</b></p>	
25/23	<p><b>Public Forum for members of the public to speak:</b> <i>Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g)</i></p> <p><b>1 member of the public in meeting. No comments made.</b></p>	
26/23	<p><b>Chairs Remarks:</b> <b>Model Finance Regulations</b> – Clerk advise Committee due to high demand of workloads, the office was unable to review the Model Finance Regulations and provide feedback to National Association of Local Council.</p>	
27/23	<b>Risk Management: - None</b>	
28/23	<p><b>Minutes:</b> To approve and sign the Minutes of the Finance Committee meeting held on <b>Wednesday 12<sup>th</sup> July 2023 - Committee agreed 5 votes for.</b></p> <p style="text-align: right;"><b>Resolved</b></p>	

Signature: **A.Ronaldson**

Date: **5.12.2023**

29/23	<b>Councillor Allowance Expenses:</b> Committee to review the policy and the internal control process and discuss how they wish to proceed.  Committee agreed to make recommendation to Full Council to adopt the draft policy.  Committee did request to add: <ul style="list-style-type: none"> <li>On item 2 on page 8 to add <b>or elected</b> to “a nominated or elected member”.</li> <li>Then to add a new item on page 8, a number 6 to allow councillors to claim for a taxi if Full Council have authorised them to carry out a duty.</li> </ul> <p style="text-align: right;"><b>Agreed</b></p>	<b>DM</b>
30/23	<b>4-year plan:</b> Deferred from Finance Committee meeting agenda item 12/23 Committee to invite all Committee Chairs to discuss and review 4-year plan. <b>Committee acknowledge we currently have no 4-year plan in place, Clerk to send email to Full Council asking them to attend a meeting with suggestions on what they would like to see happen in the next 4 year.</b>  <p style="text-align: right;"><b>Agreed</b></p>	<b>DM/KF</b>
31/23	<b>Budget Preparation 2023 – 2024</b> Committee to invite all Committee Chairs to advise the Committee of future plans for 2023 – 2024 to assist the RFO in draft budget preparation. <b>RFO went through the budget and Committee made recommendations of suggested budget amounts. RFO will amend and present a Draft Budget at a future meeting.</b>  <p style="text-align: right;"><b>Agreed</b></p>	<b>RFO</b>
	<b>Member of public left the meeting 12:09.</b>	
32/23	<b>Business Interruption insurance for the Community Hub. Deferred from Finance Committee meeting agenda item 13/23</b> Committee to discuss the need for business interruption insurance and make recommendation to Full Council. <b>Committee agreed to defer agenda item to the next meeting. - Agreed 5 votes for.</b>  <p style="text-align: right;"><b>Resolved</b></p>	<b>DM</b>
33/23	<b>Budget:</b> Committee to review the actual spend against budget to date. - <b>Committee acknowledge – 5 votes for.</b>  <p style="text-align: right;"><b>Noted</b></p>	
34/23	<b>Grants:</b> To review grant allocation for the quarter. - <b>Committee acknowledge – 5 votes for.</b>  <p style="text-align: right;"><b>Noted</b></p>	
35/23	<b>Payroll:</b> Committee to discuss and recommend looking into outsourcing Payroll.	<b>DM</b>

	<b>Committee agreed to defer agenda item to the next meeting. - Agreed 5 votes for.</b>	
	<b>Resolved</b>	

Meeting closed 13:10.