

SLAUGHAM PARISH COUNCIL



Finance & Policy Meeting Agenda

**Members are summoned to a Meeting to be held on
Monday 25th November at 6.00pm – The Sports Pavilion, High
Street, Handcross**

Sally Mclean - Clerk to the Council Email clerk@sloughampc.co.uk Website: <http://www.sloughampc.co.uk>

Press and Public are welcome to attend - Public attendance at Parish Council meetings - The Parish Council is an open and transparent local authority and encourages public attendance at meetings.

Present:

F11/01 Apologies for absence

F11/02 Declarations of Interest:

F11/03 Minutes of the meeting of Finance & Policy Committee -To receive and adopt the minutes 12th June 2024 – To note any matters arising from the minutes.

F11/04 Adjournment for questions from the public: The Committee is to consider whether to adjourn the Meeting in accordance with Clause 1(d) of Standing Orders, in order to receive questions from members of the public.

F11/05 **Members are asked to review and consider ADOPT the NALC Model Financial Regulations cc'd in advance. RECOMMENDATION: Adopt**

F11/06 **Financial Monitoring Review Income / Expenditure Review 2024/25: To note the account records in accordance with the Financial Regulations of the Parish Council, as follows:**
The Committee is asked to review the income and expenditure against budget 2024/25 to include reserves position and to consider and approve other financially related matters if necessary *cc'd in advance*

- (a) Ref: Detailed Income & Expenditure by Budget Heading
- (b) Ref: Income and Expenditure Account for Year Ended
- (c) Ref: Summary Income & Expenditure by Budget Heading
- (d) Ref Balance Sheet as at 31st March 2024
- (e) Ref Trial Balance as at 31st March 2024
- (f) Annual Budget By Cost Centre
- (g) Reserves position

F11/07 **Risk Management and Internal Controls -** Members are asked to review and consider risk assessments and internals and adopt (*attached*)

F11/08 **Projects 2025/26/27:** The Committee is asked to review expenditure in relation to projects coming forward/influences on the budget/future funding *to include S106 position.*

1. Neighbourhood Plan – Members to consider current budget.
 - To include land disposal St Martins
2. Knapes Field – Members to consider current budget.
3. Communications – Members are asked to consider budget
4. Council Project List – Members are asked to review the Councils current project list for future consideration.

- F11/09** **Asset Register** – Members to review and adopt the current register (*attached*)
- F11/10** **S106 Project Review** : The Committee is asked to review developer contributions in relation to projects coming forward not included in the current budget:
- F11/11** **Confidential Matters – Staff Salary Review:** Members to consider salary reviews cc'd in advance
- i. **Clerk Salary Review / Pay Awards** — Members to apply National rates of pay agreed applicable from **1 April 2024** (covering the period 1 April 2024 to 31 March 2025). The new pay rates, each increased by £1,290 per annum to staff on NJC and NALC grades backdated to April 2024. All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should be increased by 2.50 per cent, in accordance with Green Book Part 2 Para 5.4. (*see attached Annex*)
- ii. **Staff Salary Review** – Members to consider litter picker salary review : (*cc'd in advance*)
- F11/11** **Interim Audit Review 2024-25** - Members to consider interim audit review. RECOMMENDATION to approve
- F11/12** **External Auditor Report 2023/24:** To note the signed 'External Auditor Report and comments made in relation to the audit:
- F11/13** **Finance Matters:** The Committee is asked to consider grants applied
St Catherines Hospice - £500
Community Interest Group – Slaugham £600
- F11/14** **Interim Budget Review – 2025/26** – Members are asked to consider the draft budget with a review in to finalise 2024/25 Precept in January 2025 to the Council - Tax Base Information provided. *A tax base is the total value of all of the assets, income, and economic activity that can be taxed by a taxing authority, usually a government. .*
- F11/15** **Matters that members wish to raise for future discussion.**

Date of Next Meeting:

Protocol for filming and recording at public meetings: The Council has a protocol for public filming, recording and photography at its meetings, which is available on the Council's website or on request from the Parish Office.