

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING AGENDA

Committee members attended

The Finance and Staffing meeting of Rotherfield Peppard Parish Council

on Monday 9th October 2023 at 6.30pm

at the Sports Pavilion, Stoke Row Road, Peppard Common.

Attendees: Cllr Berger, Cllr Seaton, Cllr Hall and Cllr Freeman

1. Apologies – None
2. Declarations of interest – None
3. The last minutes from last F&S meeting held on 17/04/23 were approved as a true and accurate record of the meeting.
4. Clerk gave a full review and approval was given of first half 2023/24 Accounts and Cash book/ invoices for Trustee CAF account.
The account started Qtr1 with £7448.43, after a donation of £3000 from RPPC and closed First half with £7417.41.
On the 20th September a transfer of £100 was made from CAF Gold account to CAF Cash account, this is to ensure there are funds to meet the Monthly account fee of £5. In order to continue with CAF Gold we needed to open a CAF Cash account however the interest benefits of Gold are taken with the monthly fee so Clerk is to look for other Charity options as the account is used rarely and is building up funds for redecoration and/or repairs/renovations.
5. Clerk and Chair gave a Full review and approval was given for First half 2023/24 Accounts and Cash book/invoices for Parish Council UTB account. Signature sheets from each month was signed off in accordance to the minutes and banking activity.
Unity Trust Bank started Qtr 1 with £55,795.20 and the cash inflow starts at £51,820, the difference of this was £3975.00. The Insurance money was received at the end of financial year 2022/23 however the monies for the Building work failed to make payment and the £3975 should have been in 2022/23 but it has shown in the cashbook for 2023/24 because of the failed payment.
RPPC Closed first half with a balance of £81,728 which aligns to Cash book, and bank records. Reconciliation was approved for end of Qtr1 and Qtr2.
Budget is inline with forecasts.
6. There was a discussion about the Budget for 2024/25, with the living costs going up, there was a discussion on increasing budget costs by 5-10%, and increasing the precept to ensure the reserves were kept at £30k and above. To be looked at and discussed in November meeting when Budget is discussed and approved.
7. Audit update - Clerk has had more correspondence from Moore and Stephens regarding older audits and the difficulty seems to be surrounding the Trustees, the Council and the insurance responsibility. Clerk to address and answer more firmly that this is the legal documented response, there is no further explanation and all outstanding audits need to be returned.

Public and press are welcome to attend. For the purpose of accurate Minute taking, this meeting will be recorded. The recording will be deleted once the Minutes have been approved – usually at the next Council meeting.

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING AGENDA

Committee members attended

The Finance and Staffing meeting of Rotherfield Peppard Parish Council

on Monday 9th October 2023 at 6.30pm

at the Sports Pavilion, Stoke Row Road, Peppard Common.

8. There was a brief review, but not approval of village grants and awards for end of year 2023/24. There was discussion about whether the grants needed to go up inline with inflation based on the current living costs.
9. Update on Staffing – Clerk to speak to the solicitor to finalise and conclude the previous staffing issue.
10. Matters for future meeting: Budget for 2024/25 and Grants 2023/24

Meeting finished at 7:00pm.

Public and press are welcome to attend. For the purpose of accurate Minute taking, this meeting will be recorded. The recording will be deleted once the Minutes have been approved – usually at the next Council meeting.