

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING MINUTES

Committee members attended

The Finance and Staffing meeting of Rotherfield Peppard Parish Council

on **Wednesday 17th April 2024 at 6.30pm**

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

Attendees: Cllrs Berger, Seaton, Hall, Freeman and Rowland

1. Apologies – None
2. Declarations of interest – None
3. Full Approval of minutes from last F&S meeting held on 15/01/24
4. Full review and approval of Full year 2023/24 Accounts and Cash book/ invoices for Trustee CAF account. Clerk has filed signed accounts.
5. Full review and approval of Full Year 2023/24 Accounts and Cash book/invoices for Parish Council UTB account. Clerk has filed signed accounts.
6. Audit Form approved in the meeting, signed and ready for submission to internal auditor
7. Review of Budget for 2024/25 which was approved in December 2023
8. Insurance due for renewal June 1st 2024. All Councillors approved the Terms and Conditions. Ventilation needs checking in attic post ice thaw damage as it does not appear to have been reconnected with the works.
9. Audit update from 2019/20- 2020-21- 2021-22 – 2022-23. No update on the audits but from a conversation with Moore Stephens these will be done in order once the first is approved.
10. Proposal for village grants and awards for end of year 2024/25, this was moved to a later meeting once there was a further update on the actual v budget and how the Parish Council was managing monies.
11. Update on Staffing including change in National Living Wage April 1st. Autela, the payroll company, is dealing with the National Living Wage for the Village cleaner and the pay will be amended as required.
12. Matters for future meeting – Charity grants

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.