

**Purley on Thames Parish Council
Minutes of the Finance and Governance Committee Meeting
Held on Thursday 6th March 2025**

In the Parish Office, Goosecroft

Commencing 6:00pm and concluding at 6:44pm

Present: Councillors R. Wallace (Chairman), M. Bishop, J. Langford, G. Nyamie, G. Rolfe

In attendance: Sharon Way (Clerk)

F&G 25/12 APOLOGIES FOR ABSENCE

None.

F&G 25/13 DECLARATIONS OF INTEREST

None.

F&G 25/14 PUBLIC FORUM

No members of the public were in attendance.

F&G 25/15 MINUTES OF MEETING

Cllr Wallace invited comments on the minutes of the meeting held on Thursday 6th February 2025. No comments were made.

Following a proposal from Cllr Nyamie and seconded by Cllr Bishop it was:

RESOLVED: Approval and adoption of the minutes of the meeting, Thursday 6th February was AGREED with one abstention.

The minutes of the meeting, Thursday 6th February were duly signed by Cllr Wallace.

F&G 25/16 MATTERS ARISING FROM THE MINUTES OF THURSDAY 28th NOVEMBER

None.

F&G 25/17 CLERK'S REPORT

The Clerk noted that the report had been circulated to the committee, and summarised the matters raised.

The Clerk stated that the VAT return would be submitted by the end of the week.

The Clerk stated that the year-end audit would take place on 19th May.

The Clerk noted that the previously agreed donation of £100 had been made to the Pang Valley Flood Forum, and that the council's contribution to WBC for bus route 43 had also been made.

The Clerk stated that the bungalow would be vacated on 8th April. The tenant is happy to leave the shed and chest storage unit, but may take the car port shielding. Members agreed that the long curtains that had been previously provided by Cllr Langford should be re-hung.

The Clerk stated that a new mobile phone has been purchased. The Clerk agreed that the mobile phone number and normal working hours would be circulated to council members.

The Clerk stated that new heaters have been installed and are working well.

With respect to the water mains upgrade work, the Clerk stated that four tenders had been received and referred members the tender evaluation document circulated prior to the meeting. Following discussion of the tenders it was agreed that a motion to agree the contract would be brought to the next full council meeting.

Members thanked the Clerk for the good progress on this project.

F&G 25/18 CHAIRMAN'S REPORT

Cllr Wallace noted that work on the financial regulations would be discussed under a subsequent agenda item.

F&G 25/19 FINANCIAL INFORMATION

Members received and noted the following reports:

- Detailed income and expenditure report by project to 31st January 2025
- Bank reconciliation for 31st January 2025
- Payments made for January / February 2025
- Direct Debit list January / February 2025
- Payments over £500 for January / February 2025

The reports were agreed by all members and the report documentation was initialled by Cllr Wallace.

F&G 25/20 UPDATE OF FINANCIAL REGULATIONS

Cllr Wallace stated that the council's financial regulations were closely aligned with the NALC model regulations. One NALC regulation not currently included in the council's regulations is that a councillor is not permitted to vote on the precept if they are two or more months in arrears with their council tax. A declaration to that effect would be required at the meeting where the precept vote is taken. It was agreed that Cllr Wallace would meet with the Clerk to agree the changes required to the council's financial regulations, in order that an updated set of regulations can be brought to the April Finance Committee meeting. Cllrs Nyamie and Rolfe stated that they would join the meeting with Cllr Wallace and the Clerk.

Cllr Wallace discussed an email -based meeting scheduling tool, and agreed to look into this and provide further information.

F&G 25/21 MEMBERS ITEMS FOR THE NEXT MEETING

Cllr Wallace requested that members give the Clerk items for the meeting agenda 14 days before the next meeting.

F&G 25/22 DATE OF NEXT MEETING

Thursday 3rd April 2025.

The meeting was formally closed at 6:44 pm.

Signed:

Date:

3rd April 2025