



Notice of Meeting of the Finance Committee

To all Members of the Finance Committee, I hereby give you notice that a meeting of Plaistow and Ifold Parish Council's Finance Committee will be held on **Tuesday 14th January 2025** at **19:30** at **Kelsey Hall, Ifold.**

Dated: 9th January 2025

Yours faithfully

J Bromley

Jane Bromley

Clerk & RFO to the Council

AGENDA

Number	Item	Time
1.	Apologies for absence & housekeeping* Recommendation: - To receive and accept apologies for absence.	1 min
2.	Disclosure of Interests Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council Code of Conduct and the Localism Act 2011 Chapter 7 ss.26 – 37, in relation to matters on the agenda.	1 min
3.	Minutes Recommendation: - To approve the Minutes of the Finance Committee meeting held on 29 th October 2024 and resolve to sign via Secured Signing in accordance with Standing Order 12(g).	1 min
4.	Public Forum Recommendation: - To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and the Parish Council's Standing Orders 3(d), (e), (h), (i) – (k). Questions, or brief representations can be made <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Tuesday 14th January 2025.</u> In accordance with Standing Orders 3(f) and (g), Public Participation shall not exceed 10 minutes, unless directed by the Chairman; and a speaker is limited to 5 minutes.	10 mins

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| 5. | <p>VAT – Qtr. 3</p> <p>Recommendation: - To note the recent VAT reclaim for the period of 01.10.2024 – 31.12.2024 (£839.82)</p> | 1 min |
| 6. | <p>Verification of bank reconciliations for Qtr. 3 (October – December 2024)</p> <p>Recommendation: -</p> <ul style="list-style-type: none"> a. To note the bank statements, corresponding reconciliation statements, for quarter 3 b. Appoint a Member, who is not a bank signatory, to verify/sign the documents via Secured Signing. | 2 mins |
| 7. | <p>2024/25 Budget Forecast Comparison spreadsheet</p> <p>Recommendation: -</p> <ul style="list-style-type: none"> a. To review the Budget Forecast and Reserve Comparison spreadsheet at Quarter 3. (spreadsheet to follow). | 5 mins |
| 8. | <p>Banking</p> <p>Recommendation: - To note:</p> <ul style="list-style-type: none"> a. a transfer of funds from Natwest Deposit to Natwest Current. £10K on 2nd Jan 25. b. the reduction of the interest rate on Unity Trust Bank account
From 18th February 2025:
Existing 2.63% - New 2.52% | 1 min |
| 9. | <p>2025/2026 Draft Budget</p> <p>Recommendation: - To review the minutes and recommendations of the Finance Working Group, dated 17.12.2024 regarding the draft budget for 2025/2026. (Minutes attached, spreadsheet to follow)</p> <p>Update the draft budget following the additional information in relation to the cost of the Kelsey Hall Playpark:</p> <p><u>Playdale quote</u> £13824.85
<u>Fencing quote</u> £2213.33
Total £16038</p> <p>Additional expenditure: Tree survey £360 and any tree works arising. Bin and Bench approx. £2K. Signage approx. £250.</p> | 10 mins |
| 10. | <p>Meeting Dates</p> <p>15th April 2025 Winterton Hall Finance Committee Quarter 4 Year End.</p> | 1 min |