**RINGSTEAD PARISH COUNCIL**



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Ringstead

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**Minutes** of the **Meeting** of Finance Advisory Committee

held on Weds 2 Oct 2024 at 1830 hrs

02.10.2024

Present: **Cllr G Slack** Cllr I Grant Cllr T Knight Cllr R Phillips

In Attendance: Ms L Ritchie (Clerk to the Council)

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|  |  | **Action** |
| **RPC\_FAC506**  **RPC\_FAC/507**  **RPC\_FAC/508**  **RPC\_FAC/508**  **RPC\_FAC/509**  **RPC\_FAC/510**  **RPC\_FAC/511** | **Public Open Time (Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting).**  **RESOLVED** No members of the public in attendance.  **To Receive and approve apologies for absence.**  **RESOLVED** No apologies received.  **To receive Declarations of Interest under the Council’s Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business. Declarations must be made verbally at the appropriate time as well as entered in the Interest Book).**  **RESOLVED DOI from TK in respect of salary payment.**  **Additional item for discussion, potential discrepancies with payments to HMRC, Cllr JG and Cllr RP have done some work on this, it was agreed to request that its added to agenda for ordinary meeting on 9th to instruct an accountant to establish if there are any errors.**  **Previous minutes/actions.**  **RESOLVED** Previous minutes approved, to be published.  **Spot Checks (invoices/payments etc.)**  **RESOLVED –** Spot checks carried out no concerns.  **Approve Submitted Invoices**  **RESOLVED-** .Submitted invoices approved for payment, clerk to make payment.  For works to ORRI outside area RPC need to write to ORRI and request payment for works. We are aware that the latest request to TSB to update ORRI bank account has been returned with further action required, so once this is finally resolved we will need to transfer the monies for works.  It is also agreed that Ringstead Robins should pay rent into RPC account, clerk to write to advise.  For appendix A for meetngs in future, clerk and caretaker salary and PAYE to be shown under one heading of ‘Staffing’ with totals. Clerk will provide payslip details to FAC for confirmation of salary and HMRC payments..  **Budget**  All budget items are matched up correctly on Scribe. We are over budget on Churchyard Maintenance by £1750, on ROSPA by £103, and under budget for Village hall by £1000. Unfortunately we have lost a regular hirer, although the Scout group pay 6 mths at a time so this will help. There is currently an income of £837 for the recreation ground hire. There are some issues currently getting information from one user of the recreation ground, TK is monitoring situation,  **Close**. Meeting closed at 1853 hrs.  **Date of next meeting Weds 2nd Oct 2024.** |  |
| Signed  Print  Date |  |  |