**Minutes of Swillington Village Council Finance Committee meeting held on Tuesday 12th March 2024 at 6.15pm**

**In attendance:** Cllrs Knox (Chair), Cummings, Fox, Musther and Sissons.  
**No apologies.**

1. **Reminder by the Chair of the Council’s expectations for the audio or visual recording of this meeting**
2. **2.1 To receive apologies. –** None were received.

**2.2. To approve reasons for absence given by councillors.** – None were received.

1. **3.1 To receive declarations of interest from councillors on items on the agenda.** – None were received.

**3.2 To receive any declarations of interest not already declared under the Council’s Code of Conduct or a member’s Register of Disclosable Pecuniary Interests.** – None were received.

**3.3 To receive, consider and decide upon any applications for dispensation.** – None were received.

1. **To confirm the minutes of the meeting held on 5th December 2023 as a true and correct record. – It was resolved** to approve the minutes of the meeting held on 05/12/2023.
2. **To review the 2023-24 budget and any recommended virements from the Clerk or committee Councillors –** The latest budget was reviewed and **it was resolved** to vire funds from the footpaths budget to the stationery and equipment budget, and the grants budget, in order to cover the excess spend approved in the last full council meeting.
3. **To review the 2023-24 finances ahead of the financial end-of-year and consider any actions to be taken** – The Clerk reviewed the Financial Internal Checklist with the committee**. It was resolved** that actions as identified by the Clerk – to purchase a receipt book and create a receipt template for issue on receipt of monies; to ensure allotment tenancy agreements issued in April to all plotholders; and to set a calendar reminder for review of the savings account rate next year – were appropriate. **It was further resolved** that two Councillors would be appointed quarterly to review the previous quarter’s finances in line with the Financial Internal Control Checklist. The Clerk reviewed the 2024-25 draft budget with the committee and **it was resolved** that cost centres would be useful for some budgets, particularly the Events budget, and to reincorporate the Little Cinema into the ‘Events’ budget for the next financial year and for Cosy Café (the Council’s Warm Hub) to have its own budget line.
4. **To review the bank mandate and signatories, and consider which councillors and staff should be listed on both – It was resolved** that owning to recent resignations the new mandate-holders should be the current Clerk Kate Goodare and Cllrs Knox, Cummings and Musther. The new Clerk (maternity cover) should be added as a user/signatory.
5. **To notify the clerk of matters for inclusion on the agenda of the next meeting** – Cllr Fox requested that an item to purchase allotment plot numbers and stakes be placed on the April council meeting agenda due to a lack of signage on the allotments currently.
6. **To confirm the date of the next meeting will be resolved at the April full council meeting**