

SITLINGTON PARISH COUNCIL

Minutes of the

FINANCE COMMITTEE MEETING

On Monday 3rd March 2025

At

Parish Office.

6.30pm

Present: Cllr Fearnside (Acting Chair), Cllr Myers,
Parish Clerk in attendance

Recommendations

The committee considered the internal auditors report and the actions required.
£500 purchase order spend

1/325.Welcome and apologies

Cllr Allott apologies received and accepted.

2/325.Members' Declarations of Interest

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

Noted

3/325.Public Admissions to Meetings Act (1960)

To consider, if thought fit, a resolution under the terms of the Public Admissions to Meetings Act (1960) to exclude members of the public and press from any item which may be of a confidential nature of the business being transacted.

No public present

4/325.To approve the minutes of the last meeting Tuesday 3rd February 2025 as a true and accurate record.

It was resolved that the minutes of the meeting were a true and accurate record and duly signed by the chair.

5/325.To receive an update on the last meetings recommendations.

Recommendations:

- **To increase the precept to £133,000.00**
- **To purchase a new laptop for clerk before the windows 10 finishes**
- **To proceed with the ground's maintenance tender paperwork**
- **To update the bank mandate and set up a direct debit for BT**

6/325.Audit of invoices and Bank Statements

a-To review invoices for February 2025 and internal controls to be carried out accordingly.

7/325.To review Bank reconciliation to date.

a-To review bank reconciliation for 28/02/2025

Clerk updated the meeting

8/325.Budget

a-To receive an update on budget. (31/01/25) Software input not completed-to be signed at the next finance committee meeting.

9/325.To consider the internal auditors report and actions required, including the minimum spend for purchase orders to contractors and agree recommendations.

The committee considered the internal auditors report and the actions required.

£500 purchase order spend

10/325.Grant applications

10.1-To receive any grant applications

11/325.Correspondence**12/325.Date and Time of Next Meeting**

To arrange the date and time of the next meeting.

Tuesday 1st April 2025