

SITLINGTON PARISH COUNCIL

Minutes of

FINANCE COMMITTEE MEETING

On Monday 28th April 2025

At

Parish Office

6.30pm

Present: Cllr Fearnside (Acting Chair), Cllr Ingham

Recommendations:

- To proceed to Cranberry IT solutions as delegated by the PC at the last ordinary meeting and for the councillor to also have Microsoft 365/outlook email and IT support
- Pay the clerk the under payment from April salary due to changed deductions in salary.
- £276 to be transfer to the NVH account from the remaining budget.

1/525.Welcome and apologies

Apologies were received and accepted from Cllr Myers

2/535.Members' Declarations of Interest

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

None were declared

3/525.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.

4/525.To approve the minutes of the last meeting Tuesday 1st April 2025 as a true and accurate record.

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

5/525.To receive an update on the last meetings recommendations.

Recommendations:

The committee considered the internal auditors report and the actions required. £500 purchase order spend. To be added to the financial regulations.

6/525.Audit of invoices and Bank Statements

6.1-To review invoices for April 2025 and internal controls to be carried out accordingly.

The internal controls were carried out by Cllr Fearnside.

Noting of the under payment of the clerk from April salary.(to Be reimbursed after the PC meeting.

EON There were two final figures on the invoice. Check on the

7/525.To review Bank reconciliation to date.

7.1-To review bank reconciliation for 28/04/2025

The bank reconciliation was considered will be updated for the final month end figure.

8/525.Budget

8.1-To receive an update on budget. (31/03/25)

Budget Report presented to the committee.

Year-End Financial Summary 2024–2025

Receipts:

- Total income: **£159,975**
- Major sources: Precept (£93,000), Cemetery fees (£43,194), CIL funding (£5,792), and Netherton Sports & Social club rent (£4,116).

Payments:

- Total expenditure: **£165,569**
- Key areas: Staff costs, cemetery maintenance, youth services, grants, and special projects.

Financial Position:

- Net deficit for the year: **£5,594**
- Covered by transfers from general reserves.
- Overall, the council maintained stable finances with controlled spending across most areas.

Highlights:

- Income targets met or exceeded in most areas.
- Cemetery and allotment maintenance costs were higher than budgeted.
- No spending from the contingency fund.
- Strong community investment through grants and youth services.

9/525.To agree at delegated by the Parish Council for IT costs moving into the new financial year and agree recommendations.

The committee considered the quotes presented and it was resolved to go with quote 1 (Cranberry IT support) Clerk to instruct to proceed.

10/525.To consider a recommendation to the Parish Council to transfer the remaining budget funds to NVH. £276.00 to be transferred

11/525.To receive year end paperwork and draft Internal audit report

The clerk presented the year end AGAR figures to the committee

The clerk will add further detail once the final meeting with the internal auditor has been completed has on 30th May.

12/525.Grant applications

12.1-To receive any grant applications

No Grants

13/525.Correspondence

14/525.Date and Time of Next Meeting

To arrange the date and time of the next meeting.

Monday 2nd June 2.00pm Parish Office.

Meeting end 7.15pm