

**MINUTES BRANSTON PARISH COUNCIL FINANCE AND GENERAL PURPOSES
COMMITTEE MEETING, TUESDAY 19TH NOVEMBER, 2024, COMMENCING 6.30 P.M.
CLAYS LANE SPORTS PAVILION**

Present: Cllr J Riley (Chairman), A Riley, R Taylor

In attendance: Mrs K Lear

1/19-11-24 Apologies for absence

Apologies were accepted for Cllrs R Grosvenor and P Ackroyd.

2/19-11-24 To approve minutes of the meeting 15th October 2024

It was resolved that the minutes were an accurate and factual record.

3/19-11-24 To agree committee meeting schedule

The next meeting will be planned for 18th March, 2025.

4/19-11-24 To receive update on warm spaces grants

The clerk advised members that there was a possible small grant which may be secured to assist with some resources the group have asked the clerk to purchase.

The update was noted.

5/19-11-24 Internal control

It was resolved that Cllr R Taylor will complete the bank statement quarterly checks.

Members were happy that the BMM HSBC account due to the interest gained on this account would hold maximum funds to utilise interest payments.

6/19-11-24 To consider risk management plan

There was a discussion that members suggested that a document control system be explored for policies, committee resources etc. The Clerk and Chairman of the full council to review and make some proposals.

Members also felt that a business plan needed to be created for the next 3 years.

Members felt teams could be explored for this possible system

It was resolved that the risk management plan would be adopted.

7/19-11-24 To approve budget variations for 2024-25 and management account update

Members reviewed the current budgets, there were no budget variations.

There was a discussion on how the capital expenditure is quantified.

It was resolved that the management accounts were reviewed and approved.

8/19-11-24 To review proposed 1st draft budget 2025-26

Cllr J Riley had drafted a budget for the Finance Committee to review.

They were happy with the proposals.

Signed:

Date: