

# FINANCE MINUTES

The Charing Parish Council's Finance Committee held their meeting on **5<sup>th</sup> February 2024 @19.30**

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| 1.  | <b>Apologies:</b> Cllrs C Prinn & J Strike.<br>In attendance: Chair Cllr D Bennet; RFO J. Munro; Cllrs D. Gudge; & the clerk.  |
| 2.  | <b>Minutes:</b> the minutes of the Finance meeting held on 11 <sup>th</sup> December 2023 were agreed and signed.  |
| 3.  | <b>Matters arising</b> from the meeting held on the 11 <sup>th</sup> of December 2023<br><b>CCTV:</b> The CCTV will start on the 22 <sup>nd</sup> February.<br><b>CCLA:</b> £25K: It was agreed to transfer £25,000 from the current account to the new deposit account. |
| 4.  | <b>Year to Date Accounts:</b> The. year to date accounts were agreed.  |
| 5.  | <b>Books re Cemetery:</b> (How to preserve) It was agreed that the best way to preserve the burial books is to photograph each page.   |
| 6.  | <b>Hall and Cemetery Fees:</b> (as from 1 <sup>st</sup> April 2024) It was agreed that the charges would need to increase due to the increase in contractor fees, utilities, and other annual increases.   |
| 7.  | <b>Review all risk assessments:</b> All risk assessments have been carried out.  |
| 8.  | <b>Internal auditor:</b> After a discussion it was unanimously agreed to engage Martin Thomas again as our internal auditor for 2024. We will look at booking the audit for the 24 <sup>th</sup> of April 2024.  |
| 9.  | <b>The Royal Oak:</b> A public meeting has been arranged for 16 <sup>th</sup> February at 7pm.   |
| 10. | Web site: Discussions were taken on updating the website and the possibility of setting up a new site. This will be discussed at the Communications meeting.   |
| 11. | AOB  |
|     | Date of Next Finance Meeting Monday 8 <sup>th</sup> April 2024   |

