

Minutes of a Meeting of Comberbach Parish Council's Finance Committee held on Wednesday 24 April 2024

Present

Councillor J Johnston (in the Chair)

Councillors:

W Briggs

V McDermott

J Ryder

D French (Clerk)

S Penwill (RFO)

The Meeting started at 4.00pm.

1. Apologies for absence

An apology for absence was received and approved from Councillor Cameron (family reasons).

2. To receive Members' Declarations of Interest

None

3. Minutes

RESOLVED: That the Minutes of the Meeting of the Finance Committee held on 9 January 2024 be approved as a correct record.

4. Quarter Q4 Budget Review

The Committee considered the Q4 budget review.

The RFO explained that the budget for 2023 – 24 had included a replacement for the zip line, half grant funded, but the council had agreed to undertake various repairs instead which constituted most of the underspend.

RESOLVED: that the budget review be noted.

5. End of year Internal Audit and Annual Governance and Accountability Return (AGAR)

The RFO presented the documents comprising the AGAR. The sections included a summary of the Parish Council accounts for 2023 - 24 and an explanation of any variances from the previous year. The AGAR would be considered at the next council meeting prior to being submitted to the External Auditor. There would also be a period when the public had the right to view the accounts and this would be

advertised. The accounts had been submitted to the Internal Auditor who had signed a section of the AGAR and submitted a report; no issues had been raised.

RESOLVED: that:

- (a) the update on the AGAR be noted.
- (b) the Internal Auditor's report be received.

6. Removal of feature pencils at the Recreation Area

The feature pencils had been removed and the wet pour surface had been repaired by Bounceback. The Committee discussed whether the names of those who had been included on the pencils should be recorded somewhere as a historical record and the Chairman agreed to investigate this option.

RESOLVED: That the report be received.

7. D Day Commemorations

The Parish Council had agreed to take part in the national Beacon lighting on Thursday 6 June at 9.15pm and to hold a commemorative event on Sunday 9 June from 2.00pm – 4.00pm at Comberbach Memorial Hall. The Friends of Comberbach School were also holding an event on 9 June at the school and had offered to host the council event but the Committee agreed to keep the event separate; it was felt that the events were very different in tone and content and the audiences would also be different.

The Barnton Band had been booked for 9 June. Members discussed having a display of memorabilia from Comberbach and a request for any items would be included in the update for the upcoming Comberbach Village News. It was agreed to buy ready-made sandwiches and cake and supply hot drinks; all refreshments would be free of charge. The hall would be decorated. CWAC Councillors would be invited.

The Beacon event on 6 June would take place at 9.15pm by the War Memorial. The existing Beacon would be adapted with a metal band to say 'Comberbach'. A local resident would be invited to read the names of those residents who had died fighting during the war. The International Tribute would be read alongside the Beacon lighting, as outlined in the guidance. CWAC Councillors would be invited. The Risk Assessment was considered and approved with the addition of reference to location of a fire extinguisher.

RESOLVED: that the arrangements for the D Day Commemorations as discussed at the meeting be recommended to the Parish Council for approval.

8. Comberbach Village News

The Chairman advised that the current coordinator had agreed to continue the role for the remainder of the year. An item in the CVN would seek volunteers to take over

the role and the Chairman would suggest that this include an indication of the time commitment needed.

RESOLVED: that the update be noted.

9. Date of next meeting

The next meeting would be on Thursday 4 July at 4.00pm.

The Meeting closed at 5.10pm

Cllr J Johnston (in the Chair)