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**Minutes of the Finance Committee meeting held on Monday 29<sup>th</sup> July 2024 at the Cleobury Country Centre, Cleobury Mortimer commencing at 7pm.**

**Present:**

Cllr Geoff Hainsworth, Cllr Guy James and Cllr Ken Walsh.  
Town Clerk and Responsible Financial Officer: Mrs D McBride.

Chair, Cllr Hainsworth welcomed everyone to the July Finance Committee meeting.

**07.01.24F Election of Finance Committee Chair.**

Cllr Geoff Hainsworth was duly elected Chair of the Finance Committee.

**07.02.24F Election of Finance Committee Vice-Chair.**

Cllr Guy James was duly elected Vice-Chair of the Finance Committee.

**07.03.24F Apologies for absence.**

Apologies were received from Cllr Tysall and Mrs Shaw.

**07.04.24F Declaration of interests.**

There were no declarations of interest.

**07.05.24F Public Participation Session.**

There was one member of public present. Cllr Abbatiello attended to observe the Finance Committee.

**07.06.24F Minutes of the Finance Committee meeting held on Monday 25<sup>th</sup> March 2024.**

The Minutes from the Finance Committee meeting held on Monday 25<sup>th</sup> March 2024 were approved and duly signed by the Chair.

**07.07.24F (a) 2024-25 Accounts year-to-date.**

1. The Receipts and Payments account figures were reviewed against budget and the year-end forecast figures. It was noted that some of the maintenance figures will vary from the initial budget due to some tree work being carried over from the last financial year. The completed street light upgrades were paid this year from earmarked reserves. The Finance Committee approved the Receipts and Payments as presented and this was duly signed by the Chair.
2. The Bank Reconciliation was reviewed as being correct and duly signed by the Chair.
3. The Petty Cash Account was reviewed as being correct and duly signed by the Chair. Previous concerns with Travel Expenses have been resolved.
4. The Earmarked Reserves were reviewed in detail. Remaining funds from the Streetlight upgrades were moved to Tree Maintenance. Speed Management funds were moved to the general reserve. It was agreed that money earmarked for CCTV maintenance needs to be used effectively as previous service provision has been poor. £3,000 was added into the Festival fund as bookings will be starting for next year.

**07.08.24F New Business Bank Account**

The Finance Committee approved the opening of a new Business current account with Unity Trust Bank. There will be four councillor signatories.

**07.09.24F Direct Debit Bank Payments**

The Committee reviewed the current regular direct debit and recurring debit card payments. It was noted that Survey Monkey will be used for community engagement purposes and the effectiveness of this facility will be reviewed prior to next year's renewal. Any new direct debits will be set up with the Unity Trust Bank Account.

**07.10.24F Date of the next Finance Committee meeting.**

The next Finance Committee meeting will be held on Monday 28<sup>th</sup> October 2024 at 7pm at the Cleobury Country Centre, Cleobury Mortimer.

**Meeting closed at 8.14pm.**

**Signed Chairman:**

**Date:**