

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Finance and General Purposes Committee
Held on Wednesday 10th April commencing at 12.00pm
This meeting was held at The Scout Hut, Four Marks**

MEMBERS PRESENT: Cllr Briggs (Chairperson), Cllrs McAllister and Pullen (R)
IN ATTENDANCE: Jo Tsigarides – Clerk
APOLOGIES: Cllrs Gebbet and Smith.
Louise Steele, Locum RFO.

24.10 FGP APOLOGIES FOR ABSENCE

Apologies from Cllr Gebbet (health issues) and Cllr Smith (work commitments) were given and duly accepted by the Committee. Louise Steele, Locum RFO, was also unable to attend and sent apologies.

24.11 FGP OPEN SESSION/PUBLIC PARTICIPATION

The open session ended at 12.01pm

24.12 FGP DECLARATIONS OF INTEREST

There were no declarations of interest.

24.13 FGP MINUTES OF THE LAST MEETING

On the proposal of Cllr R Pullen, which was seconded by Cllr McAllister, and with all Councillors in agreement, it was **RESOLVED to approve the Minutes of the Finance and General Purposes Committee meeting held on Wednesday 24th January 2024 as a true reflection of the meeting and were duly signed by the Chairman.**

24.14 FGP 2023/2024 FINANCIAL YEAR END

24.14.1 To consider the draft reports for the end of the financial year:

- Expenditure against budget
- Balance sheet
- Annual Statement of accounts (AGAR part 2)
- Asset Register
- Earmarked reserves

All of the above were discussed but the RFO was unable to provide some of the information requested due to some difficulties with the software package. The Committee agreed some movement in the earmarked reserves in order to accommodate the Neighbourhood Plan fund but also requested further information before any proposals to the Full Council were made.

There were some minor amendments to the asset register, which would be made before presentation to the Council.

24.15 FGP FEES AND CHARGES REVIEW

The Committee discussed the recent meeting with the Chairman of the Benians Committee where they agreed to pay £6000 pa to cover the increased costs of utilities. A similar meeting had taken place with the Bowls club but they require further information. The Clerk suggested charging them £50 for the first six months and then reviewing it at the half year point.

24.16 FGP NEWSLETTER DISTRIBUTION PROBLEM

24.16.1 To discuss problem with distribution of the recent Parish newsletter

The Clerk had complained to the distribution company following the first delivery and there had been a redeliver with the newsletters that they claimed to have left. There was a shortfall which could not be accounted for and the Committee can only assume that some of the newsletters were disposed of.

The company had provided a response to the complaint and an independent survey which detailed the response rate for unsolicited mail. The bench mark was forty percent and this had been exceeded.

Cllr Pullen was dissatisfied with this and asked that the Clerk pursues this.

24.17 FGP REPORT FORMAT

Cllr Pullen suggested that Open Spaces have a budget report so that they can track their expenditure ready for every meeting along with earmarked reserves. Work would be done with the new RFO to ensure that Councillors have a better understanding of the budget before making financial decisions.

24.18 FGP NEXT MEETING – TBC

24.19 FGP MEETING CLOSED 12.50PM