

Collingham with Linton Parish Council

Minutes of the Finance Committee meeting on 19TH March 2025 10.30am at Collingham Memorial Hall.

Present Councillors: Cllrs Julie Brown (Chair), Helena Pettit, Emma Askew & Marianne Moses

Public: There were no members of the public present

Attendees: Claire Cooper Clerk/ RFO to the council

1. **To receive and consider apologies for absence. None.**
2. **Declarations of interest in items on the agenda. None.**
3. **To consider requests received by the Clerk for dispensations under Section 33 of the Localism Act 2011. None.**
4. **To consider if any items on the agenda should be discussed in private. None.**
5. **To note the minutes from the meeting on 20th January 2025** (approved at full council 23rd January 2025).
Noted.
6. **To receive an update on the current banking arrangements and progress on adding the RFO as administrator and setting financial controls in line with the Financial Regulations.**
Noted: That the bank had not acknowledged the revised mandate and that the committee would re-present the paperwork (Cllr Askew to hand deliver). Cllr Brown would action the payment schedule whilst taking leave of absence and suppliers would be advised of a potential delay in some payments until the second week in June. It was further noted that this will also apply to the salary payments.
Recommendation to Full Council: That a formal complaint be made to HSBC over the loss of banking mandate paperwork.
Voting: 4 Councillors present with all voting in favour.
7. **To note that a VAT 126 reclaim completed for £12,202.43 on 28th February 2025 has been paid by HMRC and any further VAT 126 claims will be completed in the next financial year.**
Noted.
8. **To note the progress on the request for the payment of £6,260 from the Emmerdale Funding Grant.**
Noted: That this has now been received.
9. **To note the final mortgage payment for Glebe Field was made to PWLB on 28/02/2025, and recommend to Full Council that an application be made to get the charge released.**
Recommendation to Full Council: That following the final mortgage payment for Glebe Field made to PWLB on 28/02/2025, an application be made to get the charge released.
Voting: 4 Councillors present with all voting in favour.
10. **To receive the Accounts and Budget Monitoring reports showing spend year to date**
 - a. **To note any outstanding expenditure for 2024 – 2025**

Noted:

- i) Final outstanding payments are now in progress and no further supplier invoices are anticipated.
- ii) That un-invoiced work will be carried to the next financial year, and advise will be sought on the appropriate timescales for their write off.

b. To note any outstanding income for 2024 – 2025

Noted: That the only income outstanding is bank interest that would be visible at the end of the month.

11. **To receive the findings from the internal controls checks completed by Cllr Bascombe**
Deferred: To be completed ahead of Full Council on 2nd April 2025.

12. **To receive an update on the work being completed with the internal auditor and note that the date for the next discussion ahead of submission of the AGAR is set for 9th April 2025**
Noted.

13. **To approve a recommendation be made to Full Council that the reporting for the 2025 – 2026 financial year be completed using Microsoft Excel.**
Recommendation: That for the purposes of financial reporting a new Excel spreadsheet be created by the RFO for use in 2025 – 2026.
Voting: 4 Councillors present with all voting in favour.

14. **To note that the Parish Council have received confirmation of the Precept payment of £54,000 to be made on 1st April 2025.**
Noted.

15. **To consider an update to the Fishing Agreement with Wetherby and District Anglers Club Ltd**
Recommendation: That the existing agreement fishing rights agreement between the Parish Council and Wetherby and District Anglers Club Ltd be maintained, dates and signatures should be updated and re-signed.
Voting: 4 Councillors present with all voting in favour.

16. **To consider an update to the agreement with the Scout hut**
Noted: That the existing paperwork and agreement was to be sought by the Clerk and re-presented for consideration at the next Finance Committee meeting.
Post meeting note: The paperwork has been identified and will be considered at the next finance committee meeting.

17. **To note that CalSA have acknowledged the rent increase to £10,701.22 {quarterly figure of £2,675.30} effective from quarter one of the financial year 2025 – 2026**
Noted: To further confirm with YLCA if an email agreement is sufficient to effect the change or if the agreement required a wet signature.

18. **Items for next agenda**
1) 2025 – 2026 Year to date spend on budget
2) Any updates required to the risk assessment
3) Any updates required to the asset register

19. **Date and time of next scheduled meeting 25th June 2025 10.30am in Collingham Memorial Hall.**
Noted.

The meeting closed at 11.40am.

Signed : Marianne Moses (Chair) 2nd April 2025