



## COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Friday February 3<sup>rd</sup> 2023 starting at 12pm.

Members of Advisory Committee:

Voting:- Cllrs Graham Chillcott; Steve Herra; Jackie Rhodes; Sylvia Wiggins

Non Voting:- Mr. David Rigby – Clerk and RFO

### A G E N D A (with DRAFT notes of discussions)

**1. Apologies for absence.**

None

**2. Declarations of Interest.**

None

**3. Review of notes of previous meeting (November 17<sup>th</sup> 2022).**

All present were happy that the notes of the previous meeting held on November 17<sup>th</sup> 2022 accurately reflected the discussions

**4. Agree date for next meeting (provisionally set for March 3<sup>rd</sup> 2023).**

Friday March 3<sup>rd</sup> 2023, 11am

**5. Confidential Item – Staffing Matter in confidential report date referenced “P&G/GC 2”**

*(Note:- Discussion of this item was contingent on the outcome of the discussion by the Personnel & Governance Advisory Committee of Item 6 on the agenda for its meeting at 11am on February 3<sup>rd</sup> 2023)*

Following a motion to “exclude the press and public” in accordance with Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 proposed by GC, seconded by SW, GC presented his confidential report reference “P&G/GC2”.

**RESOLVED:** That the two recommendations in the report be approved. Proposed by GC, seconded by SH, all in favour.

**ACTION – GC to prepare a confidential report for approval at the February 14<sup>th</sup> 2023 Council meeting.**

Meeting closed at 12.08pm

## **Copythorne Parish Council - Finance AC Meeting – February 3rd 2023**

### **Item 3 – Review of notes of previous meeting (Nov 17th 2022)**

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday November 17<sup>th</sup> 2022 starting at 11am.

Members of Advisory Committee present:

Voting:- Cllrs Graham Chillcott (Chairman); Steve Herra; Jackie Rhodes; Sylvia Wiggins

Non Voting:- Mr. David Rigby – Clerk and RFO

### **A G E N D A** (with **DRAFT** notes of discussion)

**1. Apologies for absence.**

None

**2. Declarations of Interest.**

None

**3. Review of notes of previous meeting (September 8<sup>th</sup> 2022).**

All members present at the September 8<sup>th</sup> 2022 meeting were happy that the notes of the previous meeting accurately reflected the discussions. With reference to Item 7 at that meeting DR reminded all members that he had advised them on September 21<sup>st</sup> 2022 that our Internal Auditor had said the following in an e-mail received on September 20<sup>th</sup> 2022 *“As mentioned I am comfortable that the current internal control system is sufficient for the Parish Council and provides clear internal checks to ensure that all payments are appropriate and approved in line with your financial regulations.”*

**4. To discuss and approve a recommendation to Council of the 2023/24 Budget**

The RFO presented an initial draft of the 2022/23 Budget which was discussed line by line by the Advisory Committee members. The proposed budget totalling £25,779, an increase of £1,164 (equating to a 4.7% rise on 2022/23) was proposed by GC, seconded by JR, all voting members in favour. A copy of the proposed budget is attached.

**ACTION – RFO to prepare a report recommending the budget for approval at the Council meeting on December 13<sup>th</sup> 2022.**

**5. Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee.**

None

**6. Agree date for next meeting.**

Friday March 3<sup>rd</sup> 2023, 11am

Meeting ended at 11.38am

## **FINANCE ADVISORY COMMITTEE MEETING – FEBRUARY 3RD 2023**

### **Item 5 – Confidential Item – Staffing Matter**

#### **EXCLUSION OF PRESS AND PUBLIC**

To resolve, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public be excluded from the meeting during the following item of business, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the report.

AGENDA ITEM - 5 - Confidential Item - Staffing Matter in confidential report dated November 10<sup>th</sup> 2022 prepared by Cllr. Graham Chillcott - REF: P&G/GC2

REASON - Confidential Business - to consider the exclusion of the press and public for the following item on the grounds that information about an individual member of staff is confidential between the council and the staff member. Under the Data Protection Act, a council also has obligations as to how it uses such information about an individual

Proposed....

Seconded...

Vote...