

# FINANCE MINUTES

The Charing Parish Council's Finance Committee  
Held their meeting on **14<sup>th</sup> November 2023 @19.30**

1.	<p>Apologies: In attendance: Chair Cllr D Bennett; The RFO ;Cllrs C Prinn; J Strike; &amp; the clerk.</p>
2.	<p>To agree minutes of the Finance meeting held on 11<sup>th</sup> October 2023:The minutes of the October meeting were agreed and signed.</p>
3.	<p>Matters arising from the meeting held on the 10<sup>th</sup> of October 2023</p> <p>CCTV: (DA)The clerk reported that she was waiting on a date from Capita to come back and install phase one of the CCTV.The library has agreed on contractors going into the library for installation but 5 days notice must be given.</p> <p>CCLA Vote and update (JM) It was agreed to open an account CCLA the forms will be sent to open the account. It was agreed to put in an initial £25.000.</p>
4.	<p>Year to Date Accounts/ Review of Internal control, the committee went through and discussed the year to date accounts.The Finance committee members were happy with the current internal control whereby two signatories are required to authorise any payments. The two signatories will change around between the four signatories so that the same two do not authorise all the time.</p>
5.	<p>Budgets 2024-2025 and Precept: The 2024/2025 draft budget to be recommended to the full council.</p>
6.	<p>AOB</p>
8.	<p>Date of Next Finance Meeting Monday 11<sup>th</sup> December 2023</p>

*David Bennett*

