



BEMBRIDGE PARISH COUNCIL

5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN
Tel: 01983 874160

Minutes of the Finance and Governance Committee meeting held on Thursday 7th March 2024 at 11:00am at the Parish Office.

Mark Rochell, Acting Clerk and RFO

25th March 2024

Attendees: Cllr G Stoddart-Stones (Chair), Cllr H Brabazon, Cllr I Davis, Cllr M Groom, Cllr P Kenny, Cllr L White

Officer: Mr Mark Rochell (Acting Clerk/RFO)

Members of Public: None

Minutes

85/23 Apologies for Absence

To receive apologies for absence.

Resolved: To receive and accept apologies from Cllr Noyes.

86/23 Declarations of Interest

To receive declarations of pecuniary or other interests relating to items on agenda.

None Received

87/23 Minutes of the Last Meeting

To receive for approval minutes of the Finance & Governance Committee meeting held on 13th February 2024.

Resolved: To Agree and Sign

88/23 Matters Arising from Previous Meetings

To receive verbal update from RFO on:

- i) To note that all recommendations to Full Council were agreed on 21st February 2024.

Received and Noted.

89/23 Bank Reconciliations and List of Transactions

To receive and recommend to Full Council for approval:

- i). Transactions list up to 29th February 2024.
- ii). Bank Reconciliations up to 29th February 2024.

Resolved: To recommend to Full Council for approval.

90/23 Lengthsmen's timesheets

To note the Lengthsmen's timesheet spreadsheet for February.

Noted: Appreciation of improvement in reporting to be passed on to Supervisor Lengthsman.

91/23 Service Fees

To review and discuss the Service Fees for 2024/25 Report and agree recommendations to be made to Full Council.

Motion Failed: To only apply increases in cemetery fees to non-Bembridge residents.

Resolved: To recommend to Full Council that all cemetery fees be increased by 3%.

Resolved: To recommend to Full Council that non- Bembridge team hire fees be increased by 10%, casual hire fees increase to £70 adult and £40 Junior, and Bembridge team fees to remain at 2023/24 prices.

92/23 Financial Regulations

To review Financial Regulations 2024 and recommend adoption by Full Council.

Resolved: To recommend to Full Council for approval following addition that the last bank reconciliation of the year be signed by non-mandate signatories.

93/23 Risk Assessments

To review and recommend to Full Council for agreement:

- i) Bembridge Parish Council Risk Assessment 2023-24
Resolved: To recommend to Full Council for approval. Also to note that the Council's wish is to continue to reduce all risk to absolute minimal levels.
- ii) Financial Risk Assessment 2023-24.
Resolved: To recommend to Full Council for approval following addition of level of public liability insurance cover.

94/23 Asset Register

To review and recommend to Full Council for agreement:

- i) Asset Register 2023-24
Resolved: To recommend to Full Council for agreement.
- ii) Inventory 2023-24
Resolved: To recommend to Full Council for agreement.

Note: The Committee would like to see a current revaluation of land and building assets included in the Asset Register for 2024/25 (see Item 96/23).

95/23 Exclusion of Public and Press

To resolve that in accordance with **s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960**, the press and public will be excluded from the following items, having due regard to the confidential nature of the business to be transacted.

Resolved

96/23 Asset Revaluation Contract

To review and discuss recommendations to be made to Full Council in relation to the asset revaluation contract.

Resolved: To recommend to Full Council that Tim Smart of Smart Surveyors be contracted to carry out the Council's asset revaluation.

Meeting closed: 12:13pm

DATE OF NEXT MEETING – 10th April 10:00am