

# Cottingham Parish Council



**FINANCE COMMITTEE MEETING**  
**HELD AT COTTINGHAM PARISH COUNCIL OFFICES, 9 THE COTTAGES,**  
**MARKET GREEN, COTTINGHAM**  
**AT 5:00pm WEDNESDAY 24<sup>TH</sup> JULY 2024**

## **MINUTES**

Present: Councillors: Kemp, Jump, Graves  
 Clerks: Pape & Price  
 There were no members of the public present.

### 10 TO APPOINT A CHAIRMAN

It was proposed by Councillor Kemp, seconded by Councillor Graves and agreed unanimously that Cllr Jump be appointed as Chair.

**Resolved: that Councillor Jump be elected as Chair for the 2024/5 municipal year**

### 11 DECLARATIONS OF INTEREST

- 1.1 To record declarations of interest by any member of Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- 1.2 To note dispensations given to any member of the Council in respect of the agenda items listed below

There were no declarations of interest and no dispensations had been requested.

### 12 TO RECEIVE APOLOGIES

Apologies had been received from Cllr Marten

**Resolved: Apologies accepted**

### 13 TO CONSIDER THE REVISED MODEL FINANCIAL REGULATIONS AND MAKE RECOMMENDATIONS TO THE PARISH COUNCIL FOR THEIR ADOPTION

13.1 The Clerk referred to the draft model Financial Regulations that had recently been published by NALC, they were intended to be tailored by individual Parish Councils to meet their specific needs.

The Finance Committee considered the document paragraph by paragraph, identifying where amendments needed to be made to suit the Parish Council and making recommendations regarding financial thresholds for procurement and the authorisation of payments.

**Resolved: that it be recommended to the Parish Council that, with the amendments identified by the Finance Committee, the revised Financial Regulations be adopted.**

- 14 TO CONSIDER THE BUDGET UPDATE FOR 2024/25 AND MAKE RECOMMENDATIONS ON ANY VIREMENTS REQUIRED

The Committee agreed to defer this item to the next meeting.

**Resolved: that the agenda item be deferred to the next meeting.**

- 15 TO REVIEW THE OUT-TURN RELATING TO COTTINGHAM DAY AND MAKE RECOMMENDATIONS TO THE PARISH COUNCIL ABOUT FUTURE EVENTS

15.1 The Committee discussed the income/expenditure relating to Cottingham Day 2024. Whilst costs were higher than previous years, and expected to rise further for future events, it was acknowledged that the event brings a sense of community and wellbeing to the village. It was agreed that the viability of future events be considered by Full Council at the Extraordinary Meeting of the Parish Council scheduled for 7pm, Thursday 1<sup>st</sup> August 2024.

**Resolved: that that the viability of future events be considered by Full Council at the Extraordinary Meeting of the Parish Council scheduled for 7pm, Thursday 1<sup>st</sup> August 2024.**

- 16 TO CONSIDER ARRANGEMENTS FOR THE PREPARATION OF A PROPOSED BUDGET FOR 2025/26

16.1 The Clerk outlined proposals for the Council’s Committees and Working Groups to submit details of their proposed spending for 2025/6 to help inform the budget preparation, and that a work programme arising from the Strategic Plan would also need to be taken into account. She suggested that a further meeting in September be held to receive budget requests and to draft a budget for consideration by the Council.

**Resolved: that Committees and Working Groups submit their budget estimates by the end of September for consideration by the Finance Committee.**

- 17 MEMBERS’ POINTS OF INFORMATION AND AGENDA ITEMS FOR THE NEXT MEETING (DISCUSSION ITEMS ONLY) AND TO SET DATE FOR NEXT MEETING

**Items for next agenda:**

**To receive update on budget bids from other committees  
To receive update on budget requirements arising from the Strategic Plan**

Proposed date of next Finance Committee Meeting **Wednesday 18<sup>th</sup> September 2024, 10.00am**

There was no other business and the meeting closed at 7.40pm

Signed: .....  
(Chairman of the Parish Council)