

LANGSTONE COMMUNITY COUNCIL

FINANCE COMMITTEE

Chair: Councillor Bernadette Newport

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Web-site: <https://www.langstonecommunitycouncil.org.uk/default.aspx>

13th February 2025

Dear Finance Committee,

You are summoned to attend the Finance Committee Meeting of the Langstone Community Council, to be held on the **18th February 2025 at 6.30 p.m. at Llandevaud Village Hall (preceding the Ordinary Meeting of LCC)**.

A copy of the draft Minutes of the meeting on the 8th October 2024 is attached to this invitation.

Members are invited to declare Personal and Prejudicial interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is Personal or Prejudicial.

The Committee may consider excluding members of the press and public from a meeting of a committee during any item of business whenever 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 that item, confidential information would be disclosed to them in breach of the obligation of confidence.

If you have any queries concerning the meeting agenda, please contact the clerk.

Yours sincerely,

Cllr B Newport

AGENDA

- FC25/001 Apologies for absence**
- FC25/002 Declarations of interest and consideration of Councillors' declarations of interest forms**
- FC25/003 To approve and sign minutes of the Finance Committee Meeting on the 8th October 2024**
- FC25/004 Matters arising from the Finance Meeting on the 8th October 2024**

a) Outstanding Action Points

Action	Summary	Responsibility	Update	Status
5a	Investigate Reserve Policy & Risk Assessment	SG	WIP	Open
5b	Asset Register	SG	Draft produced. Reconciliation of physical assets against paper list required. SG+IR	Open
8d	RW's Contract of Employment (SG to accompany CB to Storage to collect) + further data	SG	Obtained	Closed
9a	Bank Signatories – complete and send bank mandates for BN & SD		The mandates for SD & BN were cancelled by CB. JF and SD currently signatories until Council puts forward more names to be added	Open
10a	Providing un-redacted financial data providing payee info (+ chq book stubs) Chq info still required from CB/Clerk: 16/1/24 Chq 677 £4889.01 20/2/24 Chq 689 £4296.90 20/2/24 Chq 688 £592.11 19/12/23 Chq 664 £2171.40 (out & in same day) 2/1/24 Chq 678 £2171.40		Obtained	Closed

FC25/005 Clerk/RFO

Workload of Interim Clerk, Jacqui Ford has been significantly greater than anticipated given the amount of work required to get the Finances and Audit submissions in order. Cllr Beth Sheppard is also unable to adopt the role of Interim RFO at the moment.

Cllr Motion: Propose a recommendation to be made to HR Committee and Full Council for the appointment of HKJ to job-share the role of Interim Clerk/RFO with JF

FC25/006 Finances

a) Signatory Status regarding online banking and cheques

Motion: Propose Council nominate additional signatories for Unity Trust Bank

b) Payments made/Scheduled (incl Cllr expenses)

- c) Recovery of Remuneration overpayments made to past Cllrs and additional responsibility payments made but not properly approved as Resolved at Council Meeting January 2025 under minute 25/012 (vi) to send out a letter.

Motion: Identify a list of relevant past Councillors that fall into the category above in item c) and calculate the pro-rata overpayment where left position early to be used in drafting the letter.

FC25/007 Grant Applications

- a) Discussion on grant applications received.

Motion: that discussions in particular of the grant application from Llandevaud Hall and recommendations of FC to be taken to Council.

FC25/008 Financial Regulations

- a) Discussion of new financial Regulations and impact for LCC. Need to be in place by April 2025
- b) Risk Assessment/Internal Control System- discussion of what are the current measures in place to ensure safe and efficient safeguarding of public money.
- c) Review of the effectiveness of the current LCC system of internal control and propose changes as appropriate (to be taken to Full Council)

Motion: Propose that the above items (a to c) are addressed in Finance Working Group

FC25/009 Update from Finance Working Group

FC25/010 Committee Chair notice of resignation (to be formalised at Council meeting)

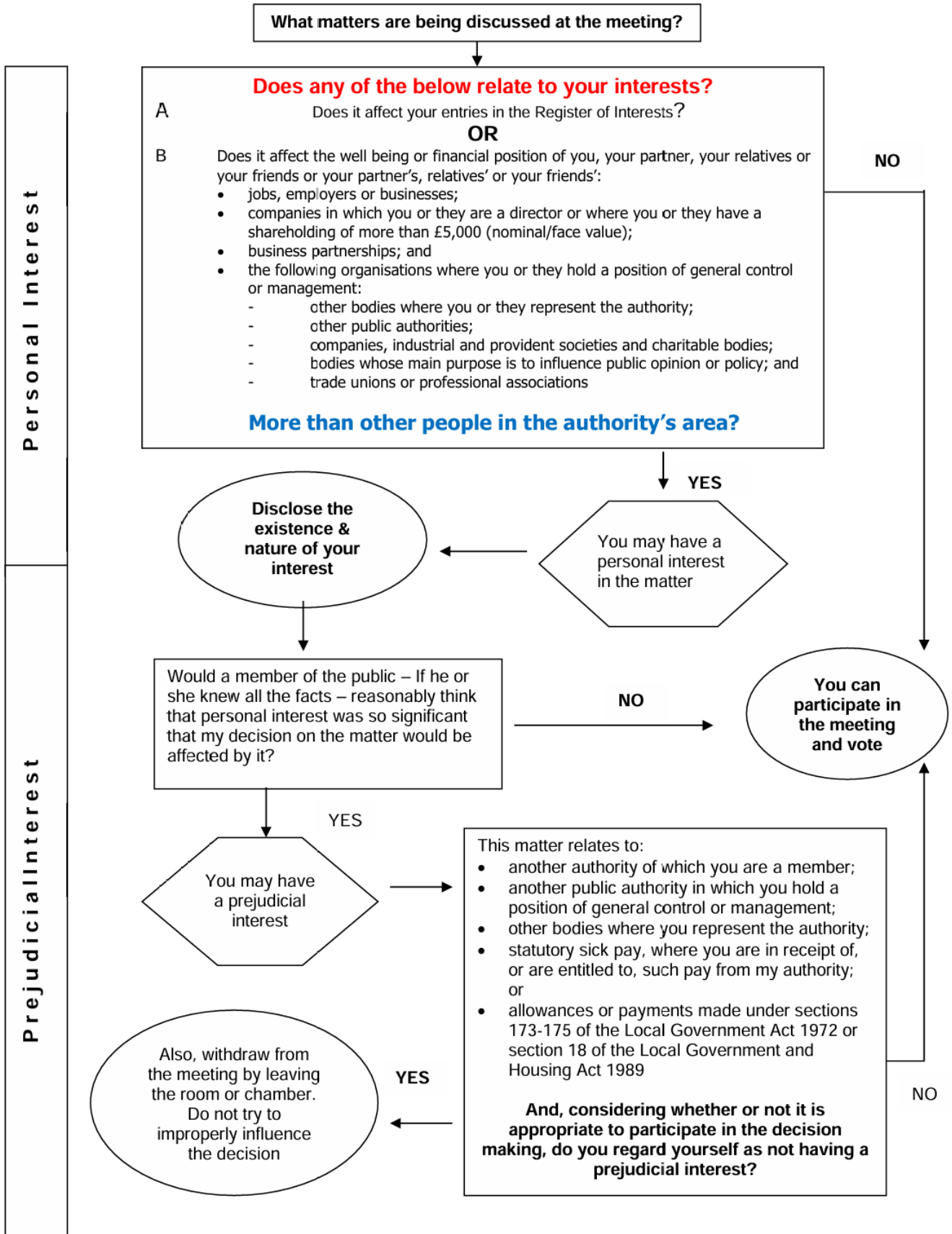
FC25/011 Public participation

5 minutes set aside for Community interaction and members of the community to ask the Committee questions relevant to the agenda. Whilst members of the community should feel free to raise matters of importance, it is requested that any questions should be submitted to the Chair at least 24 hours before the meeting

FC25/012 Date of next meeting

Bernadette Newport
Finance Committee Chair

Members Declaring an Interest Flowchart



MEMBERS CODE OF CONDUCT – PARAGRAPHS 10 & 11& 12

I, Community Councillor _____

give the Community Councils, Proper Officer written notification of an interest declared by me at a meeting of Langstone Community Council:

Held on ____/____/____ details of which are set out below:

Please tick the relevant box below:

- Personal Interest**
- It was not a prejudicial interest**
- It was a prejudicial interest and I left the meeting**
- It was a prejudicial interest but I have received dispensation from the Standards Committee.**

Agenda item: _____

Details of the business on the agenda which the Personal Interest relates to:

Details of the personal/prejudicial interest:

Please Note: in addition to the written disclosure of an interest, members have an obligation to declare the interest orally at the meeting, before, or at the commencement of the consideration of the item, or when the interest becomes apparent. Members should hand the Declaration of Interest forms to the Proper Officer at the end of the meeting or returned to the council office before the end of the week following the meeting.

Signed: _____

Date: _____