

# ALLITHWAITE AND CARTMEL PARISH COUNCIL

## MINUTES OF ALLITHWAITE AND CARTMEL PARISH COUNCIL FINANCE COMMITTEE MEETING,

HELD AT CARTMEL VILLAGE HALL ON THURSDAY 11<sup>th</sup> JULY 2024,  
immediately after the full council meeting at 7.00 pm.

**Present:** Cllrs Donally (Chair), Barrett, Dean, Johnson, Lamb, and Sim. The Clerk Christine Downey.

- F1 To appoint a Chairman of the Finance Committee for 2024/25.  
**RESOLVED: That Cllr Donally is appointed Chair of the Finance Committee for 2024/25.**
- F2 **Apologies:** To note apologies for absence given in advance of the meeting.  
**None.**
- F3 **Declaration of interest:** To note declarations of interest not already declared under members Code of Conduct or members register of Discretionary Pecuniary Interests  
**None.**
- F4 **To receive comments & Concerns:** To hear matters raised by members of the public or Cllrs with an interest (that are allowed to speak) either on agenda items or for future consideration:  
**None.**
- F5 To confirm the **Minutes** of the Finance Committee Meeting on 11<sup>th</sup> April 2024. (Paper F2024/34)  
**RESOLVED: That the minutes of the meeting of 11th April 2024 are agreed and signed.**
- F6 To conduct the **Quarterly Internal Control checks** for the three months to 30<sup>th</sup> June 2024.
- 6.1 Payments and Receipts. (Papers F2024/35 and 36)  
**RESOLVED: That the sample of payments and receipts checked were correct.**
- 6.2 Bank Reconciliation. (Papers F2024/37, 38 and 39)  
The bank reconciliation was checked against the receipts and payments lists and the bank statements.  
**RESOLVED: That the accounts reconcile with the June 2024 statements.**
- 6.3 VAT return. (Paper F2024/40)  
**RESOLVED: That the VAT repayment claim for the three months to June 2024 is correct and can be submitted by the clerk.**
- 6.4 Performance against budget. (Paper F2024/41)  
**RESOLVED: Performance against budget was reviewed and approved.**
- 6.5 To complete the Parish Council Internal Control checklist. (Paper F2024/42)  
**RESOLVED: Completed and signed by Cllrs Barrett and Donally.**

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F7

**Reserves: -**

7.1 Review the position of **Allocated and Unallocated Reserves.** (paper F2024/43)  
**Reviewed.**

7.2 Agree **recommendations to be made to full council** regarding which earmarked (allocated) reserves can be safely transferred to the general (unallocated) reserves, if any.

**RESOLVED: Not to make any recommendations to full council regarding the transfer of earmarked reserves to the general reserves at this time.**

F8

To **consider a transfer** to or from the savings account and to agree a way forward: -

As at 30/06/2024	Bank statement balance	Add Outstanding receipts	Less Outstanding payments	Balance as per cash book
Community Account	136,071.36	55.00	(7,495.39)	128,630.97
Reserve Account	25,588.23	0.00	0.00	25,588.23
Unity Trust Account	453.18	0.30	0.00	453.18
<b>Total</b>	<b>162,112.77</b>	<b>55.00</b>	<b>(7,495.39)</b>	<b>154,672.38</b>

**RESOLVED: Not to transfer funds between the community bank account and the reserve bank account at this time.**

**RESOLVED: To consider if a transfer between bank accounts is necessary, after both bank accounts have been transferred to the Unity Trust Bank, after the completion of the Fish Slabs and Pinnacle project which involves National Lottery Heritage Funds.**

F9

To review the Policies and Procedures Review Timetable and agree any actions. (Paper F2024/44)

**Reviewed.**

F10

**Minor items** for information only, and items for **next agenda.**

**None.**

F11

Date of next Finance Committee meeting.

**10<sup>th</sup> October 2024 at Cartmel Village Hall, after the full council meeting on that date.**

As there was no further business the meeting was closed.