**BRERETON AND RAVENHILL PARISH COUNCIL**

**DISTRICT OF CANNOCK CHASE COUNTY OF STAFFORDSHIRE**

**Minutes**

**FINANCE ASSET & RISK**

**COMMITTEE MEETING**

To be held at: the Parish Hall, Ravenhill Park, Brereton, Rugeley. WS15 1DU

**Thursday 9th January 2025 7.30pm – 8.00pm**

**Members Present:**

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| M Blackham (MB)(Chair), | C Davies (CD), | R Hall (RH), | C Boulton (CB), |
| K Paul (KP), Vice chair | S Merriman (SM), | J Gascoigne (JG) |  |

**In Attendance**:

|  |  |  |
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| L Featherstone | V Hands (Clerk) |  |

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| **1** | **DECLARATIONS OF INTEREST IN ANY ITEMS ON THE AGENDA** |
| **2** | **NOTICES FROM THE CHAIR AND CLERK**  *Resignation of Kevin Theobald*  *The Formal resignation of Kevin Theobald was tendered and accepted by the Chair. The Chair would like to thank Kevin for their hard work and dedication, which have had a significant impact on the village.*  *Lee Featherstone*  *We would like to formally thank Lee for his dedication and professionalism in his role as Responsible Finance Officer. Their hard work has been instrumental in ensuring the smooth financial operation of the organisation.* |
| **3** | **AGREEING THE MINUTES FROM THE PREVIOUS MEETING**  *To approve and sign off the minutes of Finance Asset & Risk Committee meeting held on Thursday 21st November 2024.* |
| **4** | **MATTERS ARISING FROM PREVIOUS MEETING**  133 Bank Accounts   * *Signatories on Bank Account*   *HSBC*  *All HSBC Bank accounts have been amended as follows:*  *The removal of LF.*  *The addition of VH*  *There are currently have 3 signatories on the account (SM, KP & MB) KP will look into the accounts and confirm if there are sufficient signatories on the account*  *Unity Trust*  *LF confirmed that the previous amendments to the account have been sent over to the Bank. LF will monitor the account and let the Clerk know if there is any other action that is needed.* |
| **5** | **PUBLIC PARTICIPATION**  *No public were present* |
| **6** | **BANK RECONCILIATION (RFO)**  *Bank Reconciliations will be presented at the next meeting* |
| **7** | **INCOME .v. INVOICES (RFO)**  *The invoice for December payments have been checked by KP and RH and signed off by the Chair.* |
| **8** | **CONTRACT RENEWAL**   * Everflow renewal   This is for the renewal of the water account. It was confirmed that this will be the same as we currently have and that, in auctioning this before the February deadline, no re-negotiation of the fees will be needed. KP proposed that we renew this before the price rise MB seconded it and all present confirmed that they were in agreement.   * Website hosing fees, domain and emails   The Clerk confirmed that the invoice of £25 has been received for the domain name. This fee will cover the next 5 years. The next steps are to contact Staffordshire County Council and work with their team to obtain the new email addresses for the Council and also move the website over to the .gov.uk address.  We will be invoiced for the hosting fees and emails but as they are currently hosting our website, the fees for this will not change. There will however be the addition of the email addresses.  Before we move the website over we do need to obtain full copy of the Neighbourhood plan 2006 so that the website is complete. MB to contact the previous chair to see if this is possible. |
| **9** | **DATE OF NEXT MEETING**  ***Thursday* 23rd January 2025 at 7.00pm.**  **\*\*Please note this meeting will be from 7pm – 8pm and Full Council are asked to be in attendance.\*\*** |

*Meeting closed 7.47*