

**Minutes of the Finance, Administration & Policy Committee
held on
Tuesday 4 March 2025
commencing at 7.00pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting is open to the Public

Members Present

Cllr B Barton (Chair)
Cllr K Kavarana
Cllr D Pafford

Cllr D Kendrick (arrived at 7.04)
Cllr F Mangan (arrived at 7.04)

In Attendance

L Bradley, Responsible Financial Officer

46/24 Apologies for Absence

Cllr R Golding

47/24 Declarations of Interest

None

48/24 Members of the Public Present

None

49/24 Minutes of the Previous Meeting

The minutes of the meeting held on 3 December 2024, having been previously circulated, were approved as a correct record and signed by the Chair.

50/24 Public Involvement – Deputations, Petitions and Questions

No members of the public made any representations in respect of the business on the agenda.

51/24 Year End Accounts, Annual Return and Internal Audit Report

Committee noted that subject to being completed, the Year End Accounts, Annual Return and Internal Audit Report will go directly to the May main meeting of Council, this will allow the Annual Return to be completed in a timely fashion.

52/24 Earmarked Reserve – Springfield Centre Disabled Parking

Committee resolved to make a recommendation for ratification by Council on the reallocation of funds in the cancelled Springfield Centre Disable Parking earmarked reserve for 2026/27. The recommendation is to move £20,000 to Play Area Maintenance earmarked reserve (to be used as MKCC CIF grant match funding) and for the remaining £8,000 to be returned to the General Reserve.

Cllrs Kendrick and Mangan arrived during the above item.

53/24 New Canon Printers

Committee resolved to make a recommendation for ratification by Council on the proposed quote from Canon for the printers in the New Community Hub. The proposal is for the continuation of the lease arrangement with Canon, and would see 2 printers provided at a lower combined cost compared to that of the single printer they provide currently.

54/24 CCLA Bank Balance

Committee noted that the balance in the CCLA account, at the end of the financial year, is projected to be approximately the same as the Earmarked Reserve levels for 2025/26 (less Community Hub expenditure) - £339,000

55/24 Section 137 Increase 2025/26

Committee noted that the revised Section 137 expenditure limited is £11.10 (per elector) for 2025/26

56/24 Committee Terms of Reference Review

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May 2025 – No amendments were made.

57/24 Committee Policies Review

Committee reviewed the following policies prior the Annual Meeting of Council in May 2025 – Amendments will be considered at the Annual Meeting.

- i. Financial Regulations - No amendments were made.
- ii. Investment Strategy
Committee resolved to make a recommendation for ratification by Council that on page 4 'HSBC and Metro Bank' be removed as these accounts are no longer in use. 'Unity Trust Bank Instant Access Account' should then be added in their place.
- iii. Data Protection & Privacy Policy - No amendments were made.
- iv. Freedom of Information – No amendments were made.

58/24 VAT change

Committee noted that the monthly VAT returns will continue until the Community Hub costs have all been paid. Upon completion we will return to quarterly returns in line with standard quarterly dates.

59/24 Community Council Standing Order Review

Committee reviewed the Community Council Standing Orders prior to the Annual Meeting of Council in May 2025. No amendments were made.

60/24 Income & Expenditure Report to 31 January 2025

Committee noted the Income and Expenditure report as at 31 January 2025.

61/24 Balance Sheet to 31 January 2025

Committee noted the Balance Sheet as of 31 January 2025.nb

62/24 BACS and Direct Debit payments to 31 January 2025

Committee noted the schedule of payments made to the 31 January 2025.

63/24 Date of Next Meeting

Tuesday 3 June 2025.