

Malvern Wells Parish Council

From the Interim Clerk, Kate Howe

Email: clerk@malvernwells-pc.gov.uk Tel: 07988 427 507 Website: www.malvernwells-pc.gov.uk

Notice is hereby given that a meeting of the **Finance and Governance Committee** (F&G) will be held on **Wednesday 29th November 2023 at Malvern Wells Village Hall Committee Room at 6pm**

Agenda

1. Apologies

- a) To receive and consider apologies for absence.

2. Declarations of Interest¹

- a) Register of Interests: Councillors are reminded of the need to update their register of interests.
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c) To declare any Other Disclosable Interests in items on the agenda and their nature.
- d) To Consider Written Requests from Councillors for the Council to Grant a Dispensation. (S33 of the Localism Act 2011)

3. Minutes

- a) To consider, if agreed, **approve** the minutes of the previous F&G meeting held on 25th October 2023 (circulated).

4. Terms of Reference

- a) To **note** FINAL F&G Terms of Reference (TOR's) approved by council 25th October meeting (circulated).

5. Community Grants Applications

- a) To **consider** amended community grants application form, agree final version (circulated).
- b) If approved to **recommend** FINAL Community Grants application form to council for approval 22nd January 2024 meeting.

6. Bank accounts

- a) To **note** Lloyd's bank change of business address to PO Box 379 and primary contact to Interim Clerk - form signed by approved authorities in Council meeting 25th October, supplied to Lloyd's branch in person 1.11.23, confirmed as actioned by text from Lloyds to Clerk mobile 2.11.23.
- b) To **note** update regarding MWPC council resolution January 2023. HSBC account closure and transfer of funds request to Lloyd's current account.
- c) To **note** Simon Freeman attended in person HSBC branch Malvern (ex. MWPC Cllr. B. Knibb attending) on 30.10.23.
- d) To **note** Clerk / Chair delegated authority to action January 2023 HSBC mandate to close HSBC relationship and transfer all HSBC current acc. and reserve acc. funds to Lloyd's savings account.
- e) To **note** HSBC reserve funds transferred to Lloyd's reserve acc. 17.11.23.
- f) To consider, if agreed, **recommend** to council 29.11 meeting £40,000 transfer from Lloyd's reserve to Lloyd's current account to enable ongoing MWPC payments until 2024/25 precept received.
- g) To **note** Lloyd's current acc. bank reconciliation for November 2023 (circulated).
- h) To **consider**, if agreed **recommend** to council 29.11 meeting to remove from Nat West bank accounts current signatories (resigned Clerk and councillors), add new approved MWPC signatories (Interim Clerk, Pamela Stanier, Chrissie Gates, Geoff Turrell), amend mandate from 3 to 2 signatories to authorise, change primary contact and postal address to Interim Clerk and MWPC PO Box.
- i) To **consider**, if agreed, **recommend** November payments (circulated) to council 29.11 meeting.

¹ Councillors who have declared a Disclosable Pecuniary Interest, or another Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, **must leave the room** for the relevant items unless a Dispensation has been requested/granted. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

Malvern Wells Parish Council

From the Interim Clerk, Kate Howe

Email: clerk@malvernwells-pc.gov.uk Tel: 07988 427 507 Website: www.malvernwells-pc.gov.uk

7. Reserve Funds

a) To **consider** appropriate action on investment of current reserves accounts to **recommend** to 22.01.24 council meeting.

b) Budget Planning

a) To **note** (due to cancellation of inquorate F&G Committee scheduled for 15.11) Interim Clerk, Chair and Chair of F&G held informal forward planning meeting on 15.11 to inform 2023/24 budget.

b) To **receive verbal** update from Chair of F&G on informal budget planning meeting.

c) To **consider** first draft 2023/24 budget / proposed precept request, if agreed, to **recommend** to council meeting 29.11.

c) Next Meeting dates

a) To **note** re-scheduled meeting date 5.30pm Friday 15th December.

b) To **note** F&G meeting Wednesday 27th March 2024.

c) To **note** future 2024 F&G meeting dates for 2024 to be agreed.