

Warbleton Parish Council Meeting 23 November 2023 Agenda Item 4.1

Response to questions raised during Public Participation on 23 October 2023

1. Question: Website not displaying up to date 2023 2024 bank reconciliations or budget v actual monitor in the finance section, minutes not up to date, and meeting agenda & papers published late.

Response:

- Finance papers are now published up to date
- Minutes (including planning committee) are now published up to date
- Late publication onto the website of agenda & papers was down to the new clerk – who now has a better understanding of how to administer the website. However, meeting agenda notices had been displayed on village boards so the council was compliant in its statutory duty of the three clear day rule of publishing its agenda.
- The Standing Orders are published

2. Question: Bank Reconciliations are not standard format and they are headed with same figure each month.

Response:

- All the bank reconciliations are wholly accurate and contain exactly the same information as a standard format - just inverted - the year start figures and year to date payments/receipts showing at the top and the bank statement summaries for month end at the bottom. WPC bank reconciliation statements are created from monthly data input into the cash book, plus the clerk inputting statement figures. No change is necessary to the reconciliation format.

3. Question: General Reserves, are they within approved limit.

Response:

- The figure is confirmed to be within accepted limits and has been assessed according to internal audit terms for approval year end 2022/23.
- Refer also to the council's own reserves policy adopted May 2023 which states the reserves objective is 50% - 80% of precept. The General Reserve is currently 16,499.08 and Precept is 23,791 which means the GR sits at 69%.

4. Question: There appears to be no evident plans for use of CIL funds this year

Response:

- The council will continue to consider use of remaining CIL funds as appropriate (there is restrictive criteria for its use) and these discussions will be reported through meeting minutes. From receipt of funds there is a five year timescale during which to spend the money and the council has to report annually to the higher authority on its use of CIL funds.

Financial Regulations

In addition to the above questions the clerk was handed a paper listing 26 suggested corrections to the published Financial Regulations.

The Financial Regulations had been adopted at the council meeting held on 26 September 2023.

Following consideration of the points raised, the clerk accepted fifteen of those as necessary corrections and updated the document accordingly.