



	<p>and an account opened.</p> <ul style="list-style-type: none"> <li>• The Finance Officer had taken the Clerk through the payroll system to ensure continuity of salary payments. Online banking training to follow.</li> <li>• CHWMPF Trust had to become a body of ENTRUST (regulator of the Landfill Communities Fund) in order to receive a grant for the playground. The Finance Officer was recommending withdrawing from ENTRUST. It was agreed that this would go to the next Trust meeting.</li> <li>• The Finance Officer wished to undertake the new SLCC qualification FILCA (Financial Introduction to Local Council Administration), this was agreed.</li> <li>• APFOS had requested that the Finance Officer explore implementing Direct Debits/Standing Orders to collect allotment rents. The Finance Officer had refused as she felt it would create more work than it would save. It was agreed that APFOS should present a paper for discussion and final decision to the next F&amp;GP which addressed the RFO concerns.</li> </ul> <p><b>5.2 Payments and receipts list to 28<sup>th</sup> February 2023</b> – Cllr Sheen had no issues to bring to the Committees attention.</p> <p><b>5.3 Committee Accounts to 28<sup>th</sup> February 2023</b> – The Finance Officer reported that there were several budget lines that would be overspent this year:</p> <ul style="list-style-type: none"> <li>• Payroll lines – WTC budgeted for a 3% pay rise and the national pay rise agreed was 6.4%. This difference, together with an increase in overtime, would amount to about £3,000 overspend. If WTC were unable to meet this additional expenditure by viring from underspent budget lines, WTC could use the payroll contingency reserve which required Council approval.</li> <li>• Office expenses – this overspend was due to a general increase in costs, including the cleaning at Russell House, additional landlord responsibility costs and the purchase of a new shredder. A vire would clear the overspend.</li> <li>• PC software/support – this budget line would be overspent by about £1,000. The Finance Office will vire to clear the overspend.</li> </ul> <p>The Finance Officer reported that she proposed to transfer the jubilee and coronation expenditure from F&amp;GP contingency line to Y&amp;C contingency line. She proposed to use the underspend in training, council strategy and contingencies to clear overspent budget lines. If this was insufficient WTC could use the payroll contingency reserve or vire underspend from another committee. This was approved.</p> <p>The only F&amp;GP rollover would be any unspent monies in Russell House maintenance rolling over to fund the chamber lights.</p> <p>The Accounts would be recommended to Council for approval.</p> <p><b>5.4 Internal Audit 2023/24</b> – The Internal Audit letter for 2023/24 had been circulated and reviewed and it was agreed to recommend its acceptance to Council.</p> <p><b>5.5 Effectiveness of Internal Audit</b> – The Effectiveness of Internal Audit had been circulated and reviewed and it was agreed to recommend its acceptance to Council.</p> <p><b>5.6. Financial Risk Assessment</b> – The Financial Risk Assessment had been circulated and reviewed and it was agreed to recommend its acceptance to</p>	<p>DM/DR</p> <p>APFOS</p>
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	<p><b>10.1 Coder of Conduct</b> – Following discussion it was agreed to recommend approval of the Policy to Council.</p> <p><b>10.2 Asset Register</b> – The Asset Register had been circulated and reviewed and it was agreed to recommend its approval to Council.</p> <p><b>10.3 Remuneration Policy</b> - Following discussion it was agreed to approve the Policy.</p>	
11.	<p><b><u>ECO Policy Action Plan</u></b> An updated Action Plan had been circulated, with completed items transferred to a WTC ECO Plan of completed items. The Clerk had discussed the community orchard project, one of the items raised by residents on the green consultation, with WTP. A response was awaited from the Landowner.</p>	
12.	<p><b><u>Correspondence</u></b> 12.1 A request had been received for Work Experience in the office in July, this was approved.</p>	
13.	<p><b><u>Reports from Councillors</u></b> Cllr Ogden had a meeting with Mr H Warde on 28<sup>th</sup> February.</p>	
14.	<p><b><u>TN16, Crockham Hill Village newsletter and Website</u></b> Annual Report.</p>	
15.	<p><b><u>Matters for District and County Councillors</u></b> School land.</p>	
16.	<p><b><u>Further Matters for Consideration at the next meeting</u></b> None.</p>	
17.	<p><b><u>Date of next meeting</u></b> Monday 19<sup>th</sup> June 2023</p>	
	<p><b>Part 2</b> Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960. The Public be excluded from the meeting during consideration of the under mentioned item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned.</p>	
18.	<p><b><u>HR Committee</u></b> <b>18.1 Minutes – 10/03/23</b> – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. <b>18.2 Long Service Award</b> – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM.</p>	
19.	<p><b><u>Bonus 2022/23</u></b> Following discussion it was agreed to recommend to Council for payment in accordance with the new salary arrangements.</p>	

The meeting was concluded at 10.05 pm.

Minutes confirmed as a correct record:

Chairman