

Chair of the Committee:
Cllr Ann Callaghan
7 Ancroft Garth
High Shincliffe
Durham
DH1 4PF



High Shincliffe
Sherburn House
Shincliffe Village

Shincliffe
Parish Council

Clerk:
Richard Ormerod
Helvellyn, 14 Geoffrey Avenue
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Minutes of the Meeting of the Finance Committee of Shincliffe Parish Council held on Tuesday 16 July 2024 at 7pm in St Mary's Church Hall, Shincliffe Village

Record of attendance: Councillors Ann Callaghan (in the Chair), Stephen Ashfield & Brian Fairlamb. Also present: Richard Ormerod (Clerk).

1	Election of Chair for the civic year 2024-25: <i>Resolved: That Cllr Ann Callaghan be elected Chair for the civic year 2024-25.</i>
2	Election of Vice-Chair for the civic year 2024-25 (if needed): <i>Resolved: That there be no Vice-Chair for the civic year 2024-25.</i>
3	Apologies for absence: Apologies were received from Cllr Bill Clatworthy. <i>Resolved: To accept the apologies.</i>
4	Minutes of the meeting of the Finance Committee held on 16 April 2024: <i>Resolved: That the minutes be agreed as a correct record.</i>
5	Declarations of interest and dispensation requests: There were none.
6	Financial position of the council: The Clerk gave a report. On 14 July 2024 the council had £38,826.59 in the current account and £36,476.10 in the reserve account. Concern was expressed about the growing cost of storage of the council's belongings. <i>Resolved: To note the current financial position of the council.</i>
7	Requirements of internal and external auditors: The Clerk informed the committee that the internal auditor (Mr Gordon Fletcher) had already given his report (previously circulated to members). All necessary information had been sent to the external auditors (Mazars) on 24 June (well before the deadline) and their report was expected in September 2024. <i>Resolved: To note the current position.</i>
8	Tracking of invoices: Concern had been expressed about the very late arrival of some invoices from suppliers. This had resulted in a large bill from 2023-24 having to be paid from the 2024-25 budget. <i>Resolved: That purchase orders be issued to large suppliers which can be followed up on if invoices do not arrive in a timely fashion.</i>
9	Other business: None.
10	Date and time of next meeting: <i>The next meeting of the Finance Committee will be on Tuesday 15 October 2024 at 7pm in St Mary's Church Hall,</i>

	<i>Shincliffe.</i>
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Signed as a correct record:

Date:

DRAFT