



Colnbrook with Poyle Parish Council Finance and Policy Committee

Minutes of meeting for the Parish Finance & Policy Committee held in Westfield Hall on 23rd January 2024 at 8.7.35pm.

Minutes for the meeting of the Parish

Committee members Present: Councillors (Cllr) Bartlett (In the Chair), Gipps, Brenner, Smith, Rana.

Also Present: Cllr Evans, Cllr Whitrod, Cllr Bedi, Cllr John, and Cllr Buchannan

Officer Present: Locum Clerk

Apologies: Cllr. Alfred and Cllr. Raju

Members of the Public: 0

1) Welcome

Cllr Bartlett welcomed everyone to the meeting.

2) Apologies: To receive and approve apologies for absence.

Cllr T Alfred had sent apologies.

Cllr J Raju had also sent apologies to the meeting.

RESOLVED to note the apologies.

3) Minutes: To receive approve and sign the minutes of the previous meeting.

DEFERRED: This item was deferred as the minutes of the previous meeting were not available.

4) Bank Accounts: To consider the use of online banking and to consider any additional signatories required.

A detailed discussion took place around the security of parish bank accounts and who the signatories should be. Following discussion it was...

RESOLVED that:

a) Cllr Bartlett be added to the list of signatories.

b) The Locum Clerk be given administrator access to the account to review and set-up payments (but authorise them)

c) The parish council return to using online banking

d) The Locum Clerk will create an internal control procedure for the council to follow.

- 5) **Payment Lists: To consider the payment lists for approval and to note any payments made since the last meeting.**

It was RESOLVED to approve the following payments:

Vision ICT	£280.80	email hosting.
Mr M Hood	£34.53	Remembrance Sunday refreshments

It was RESOLVED to query the following payments

Slough Borough Council £4663.58 service charge adjustment 2022/23

Following discussion it was...

RESOLVED to give notice on the Parish Office in Westfield Community Centre. Due to the rising costs of maintaining the office and the limited use the parish council has for the space, it was no longer economical to retain the office. The required three months' notice will be given to SBC.

- 6) **Any other matters for information only**
NONE

The meeting closed at 20:26