

**OVERTON COMMUNITY COUNCIL  
MINUTES OF FINANCE COMMITTEE MEETING  
21<sup>st</sup> February 2023**

**PRESENT:** Cllr Copeman, Cllr Herbert, Cllr Kellaway (Acting Chairman), Clerk

1. **2023.01 APOLOGIES FOR ABSENCE** – In the absence of the current chair, Cllr Roberts, Cllr Kellaway is the acting chair until further notice
2. **2023.02 TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS DISCUSSED AT THE MEETING** – none received
3. **2023.03 TO RECEIVE ANY QUESTIONS OR COMMENTS FROM THE PUBLIC ATTENDING THE MEETING**

No members of the public attended

4. **2023.04 TO CONSIDER ANY ITEMS PERTAINING TO COUNCIL'S ACCOUNTS PROCESS**

- a) OCC has put forward a Precept of £61418 for 2023-2024 to WCBC. This was agreed by Council on 12.01.23 (minute 10.4882a)  
The committee considered the annual VAT return. Cllr Copeman asked for confirmation of the precept reflecting a NET overall position. When allocating the budget line for projected expenditure, the budget allocated is calculated from the previous year and should include any possible variation. This in itself is often hard to predict.  
The VAT return should be considered a buffer and allocated as appropriate.

- b) There were no issues with any payments or receipts.  
The clerk reported an error in the reconciliation for November 2023. This imbalance of £20 was investigated and was the result of a £30 overpayment in Scribe, and a £51 payment which had not been recorded in Scribe.

- c) The committee discussed the provision of funds for the annual Overton fete (June 2023).  
The clerk proposed that 4 current earmarked budget lines for Overton Fete and Parade, Loss of Income Grant, Social Inclusion Grant and Overton Fete (events) are to be amalgamated into one line – Overton Events Fund. This was agreed and will be carried forward to next year.  
The funding proposed for Overton Events will be discussed when the 2024-2025 precept is discussed in November.

**Community Chest Grant applications**

**Action:** The committee asked the clerk to politely remind the applicants that the allocated Community Chest Grants need to be spent and receipts forwarded to OCC before the end of March 2023.

- d) The committee discussed the current financial statement and the end of year forecast/summary.  
The balance on 31.01.23 was £56346.35.  
The balance includes all reserves, allocated funds and projected spending. It is expected that there will be a small surplus at year end.  
The committee noted that the Community Chest grants allocated last November have not been spent.  
**Action:** Clerk to send reminder to applicants

**The Clerk advised Members of the following:**

- The External Audit report for 2022-2023 is being prepared and Morris Cook (chartered Accountants) is the Internal Auditor.
- Overton Twinning Association has a £400 allocation from 2021-2022

5. **2023.05 TO RECEIVE ANY AGENDA ITEMS FOR THE MEETING AND CONFIRM DATE**

The Chairman brought the meeting to a close at 14.40hrs