

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE
HELD AT 7:30PM ON TUESDAY 28 FEBRUARY 2023
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY.**

PRESENT: Councillors: C Grafton-Reed, R Patrick, P Shipman, and Mrs M Stell

APOLOGIES: Councillor: R Capewell

NO APOLOGIES: Councillors R Gahan and S Oliver

CLERK: Mrs D S Barber

1. APOLOGIES

219.23 **RECOMMENDED:** That apologies were received and accepted from Councillor R Capewell. No apologies were received from Councillors Oliver and Gahan.

2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS

220.23 **RECOMMENDED:** No declarations of Members Interests were received.

COUNCIL MANAGEMENT

3. TO RECEIVE THE MINUTES OF 1 DECEMBER 2022

221.23 **RECOMMENDED:** That the minutes of the Administration and Finance Committee meeting were accepted as a true record.

4. TO REVIEW OUTSTANDING RECOMMENDATIONS

222.23 **RECOMMENDED:** To accept the outstanding recommendations.

5. REVIEW ADHERENCE TO CODE OF CONDUCT

223.23 **RECOMMENDED:**

1. That the monitoring report on Members' adherence to the Code of Conduct as of 23 February 2023 is noted by the Parish Council.
2. Seek clarification that necessary documentation has been submitted by Members to the Monitoring Officer at Harborough District Council.

6. REVIEW FINANCIAL REGULATIONS 2023/24

Members were presented with a report from the Parish Manager and Deputy Clerk in relation to the Parish Council's Financial Regulations currently in place. With the new Deputy Clerk being appointed and Nicola taking on the role of Responsible Financial Officer, it was considered an appropriate time to review the regulations in detail. Attached to these minutes is a copy of the Financial Regulations showing highlighted the agreed amendments and alterations for adoption by full council.

224.23 **RECOMMENDED:** That the amendments and alterations recommended by the Committee are approved for adoption by full council.

225.23 Meeting closed at 21:14pm