

Minutes of Cherry Willingham Parish Council's Finance and General Purposes Committee, held on Thursday 6th January 2022 at 10am.

Present: Cllr Jenny Robinson (Chairman), Cllr Trahearn (Vice Chair)
Cllr Brylewski, Cllr Bridgwood, Cllr Burge, Cllr Fleetwood and Cllr Barry Robinson

Christine Hodgson (RFO) and Gill Shaw (Parish Clerk)

No Members of the Public were in Attendance

Meeting started at 10.00am

- 1. To resolve to receive any apologies and accept reasons for absence.**

There were no absences.

- 2. Declarations of Interest: To record declarations of interest by any member of the council in respect of the agenda items listed below.**

Members declaring interests should identify the agenda item and type of interest being declared.

To note dispensations given to any member of the council in respect of the agenda items listed below.

None.

- 3. To receive the notes of the Finance and General Purposes Committee Meeting, held on 4th November 2021 and to approve as Minutes.**

It was **RESOLVED** to approve the Minutes and they were duly signed.

- 4. To receive a review by the RFO of the Council's Expenditure Year to Date against the Budget for the current financial year.**

This document was available prior to the meeting.*

There had been some savings but also some increases in the budgeted amounts, all of the significant increases had been previously agreed. It was possible that only a small amount may need to come from balances at the end of the financial year.

- 5. To discuss the Grass Cutting tenders and recommend a contractor for appointment subject to referral to Full Council for approval.**

Three tenders had been invited but only one had been received which was from the present contractors. Their quotation represented an overall increase of 3.77%. The council had been generally happy with the work done by them.

It was **RESOLVED** to recommend the quote from Glendale to the Full Council for approval.

ACTION: Councillors to inform the RFO whenever they see the grass had been cut to enable her to keep a record.

- 6. To agree the final Budget for 2022-2023 subject to referral to Full Council for approval.**

The estimated budget of £88,000 had been submitted to WLDC and their response had not yet been received. Due to concerns about the percentage increase from last year, the RFO had prepared a revised budget of £84,100. Following a detailed explanation of the adjustments, each councillor gave their opinion. It was agreed that any overspend on the community shelter budget of £3,500 would come out of the VIC's budget for extra flashing speed signs.

It was **RESOLVED** to agree the revised budget and recommend it to Full Council (1 against).

7. To consider the rate fixing (Precept) for 2022-2023 subject to referral to Full Council for approval.*

It was **RESOLVED** to accept the precept of £84,100 and to recommend it to Full Council (1 against). This would result in a Band D property local council tax increase from £54.81 per year to £60.24 a year (+9.91%).

ACTION: To put an explanation of the precept and justification of the increase in the Cherry News

8. To consider moving funds from HSBC Current Account to Nationwide Savings Account to afford maximum protection under the Financial Services Compensation Scheme, Subject to Full Council approval-RFO

The RFO recommended that the council's funds be distributed between the two accounts which would afford better protection under the scheme.

It was **RESOLVED** to recommend to the full council that £14,000 be transferred from HSBC to Nationwide.

ACTION: RFO to review the Financial Regulations for the next meeting.

9. To receive an update from the RFO regarding the HSBC Current account:

a) Mandate to add Cllr Trahearn as a cheque signatory

The bank had confirmed that the mandate had been completed on the 14th December 2021. Cllrs Brylewski, Fleetwood. Trahearn and J Robinson were now the authorised signatories. This would be reviewed annually.

b) Bank charges that now apply

It was noted that the bank were now charging fees.

10. To consider any Grant Applications from village groups.

None received.

ACTION: Information on the availability of grants to be published in the Cherry News.

11. To receive a report from the Internal Auditor and implement any recommendations including considering any new policies that have been created as a result,subject to Full Council approval.*

This document had been made available prior to the meeting.

The report was very thorough and very useful. Several policies and minor procedure changes had been recommended.

ACTION: The Clerk and RFO to draft the suggested policies and Cllr Trahearn would review them prior to the next meeting.

It was **RESOLVED** to receive the report

12. Matters for report and future agenda items.

None

13. To confirm a date for the next meeting.

Monday 11th April 2022 at 7pm

Signed.....
Chairman of the Committee

Date.....

*Additional documents available from the clerk

**Please be advised that these are notes of the meeting taken by the Clerk and cannot in any way be regarded as the official minutes of Council proceedings until they are approved and signed at the next meeting.

	GENERAL EXPENDITURE	Approved Budget 2021/2022	Actual as at end December 2021 i.e. after 9 months	Potential Year End	Notes on Approved Budget 21/22 and any updates
A	Governance & Administration	£			
A1	Costs of employment (Salaries)	18500	16864	23000	Salaries increased and budget re-calculated to be £24000 with £5500 to be available from balances (JunFC 2021)
A2	Stationery and office costs	900	659	900	
A3	Travel Expenses	100			
A4	Training & education	1000	82	300	LALC £150 + CILCA (reg fee £410 + course £340) , Clerk not doing CILCA after all so will be under budget
A5	LALC & other fees	2500	1398	2100	C Moses 4 x £300 LALC £750+90 Data Prot £40
A6& A7	Internal & external audit fees	700	363	650	
A8	Insurance	1250	1411	1411	Sums Insured reviewed October 21 - now over budget
A9	Office furniture & equipment	200		750	Most equipment fairly new so should not need to replace. Replace Clerks Lap Top - up to £750 (FC 19/4/21)
A10	Telecoms	210	133	190	Allow for slight increase
A11	Bank interest and Bank Charges	0	-36		Could drop even lower and possibility of bank charges coming, Bank charges apply as from 1/11/21
A12	Communication with residents and includes PC Meetings held externally due to Covid	800	330	500	Assume some of the year will still have Covid restrictions and may need to hire premises. Agreed to hire the Vine for all FC Meetings
A13	Parish Events	1000	226	1000	Christmas and Summer Events
A14	PWLB-Principal & Interest	8795	8792	8795	Fixed
A15	Election fees				
A20	Land rents etc	-1400	-790	-1400	Tanfaine £1180 + Oasis £245
		34555	29430	38196	
B	Playing Field/Play Areas	Approved Budget 2021/2022			Notes on Approved Budget 21/22 and any updates
B1	Grass cutting etc	3000	2259	2500	
B2	Monthly Inspections	780	580	880	12 x 60 (allow for incr) increasing to £100 a month from Nov
B3	External inspection	220	190	190	
B4	General maintenance	4000	2821	4000	Budget increased to £4000 Sept 2021
	Plus £500 Virement from Project O				
B5	Water charges		183		Clubs will reimburse us

B9	User contributions	-820	-615	-615	4 x 205-will only be 3x as Cherry Colts have gone
		7180	5418	6955	
C	Cherry Fields	Approved Budget 2021/2022			
C1	Grass cutting	1000	1112	1200	
C2	General Maintenance	2420	1241	2920	FC Approved £500 to come from Balances Sept 2021 as budget is likely to be exceeded
C3	External Inspection - Bike Track	80	75	75	
		3500	2428	4195	
E	Village Upkeep				
E1	Grass cutting	8000	6537	7200	
E1	Grass cutting (LCC Repay)	-1800	-2140	-2140	Confirmed by LCC at £2140
E5	General maintenance	3500	1125	3500	
E7	Hire of gazebo				
		9700	5522	8560	
G	Burial ground	Approved Budget 2021/2022			Notes on Approved Budget 21/22 and any updates
G1	Grass cutting	1500	1105	1500	
G5	Other maintenance	1000	61	500	Contribution to paving not yet agreed
G9	Burial Fees	-1000	-2935	-2500	
		1500	-1769	-500	
H	Millennium Hall				
H1	Heat and light	1200	811	1200	
H2	Maintenance costs	750	572	750	
H4	Water	210	131	210	
H9	Lettings	-50	-108	-125	Lettings now resumed
		2110	1407	2035	
	Totals	£58,545	£42,436	£59,441	
	PROJECT FUNDING	Approved Budget 2021/2022			Notes on Approved Budget 21/22 and any updates
	Cherry Fields				
C16	Community Orchard		-2038	0	No Budget -Self funding
C15	Cherry Fields	2500	2803	2500	2nd Year of 3 year plan for Cherry Pastures. Agreed by VIC on 21st October 2020. LCC Grant obtained for £656
N6	Access to Witham Project	1000	993	993	Pedestrian Access to Witham Bank
M	Playing Fields/Play Areas (L & A)				
M1	Resurfacing some areas	5000		3380	£3380 quoted by Wicksteed

N	Village Amenities (VIC)				
N5	Village Improvements Projects	6000		6450	Speed Signs £5500. Overspend for polls and straps approved by VIC and FC
O	Burial Ground (L & A)	0			No longer needed.£500 moved to B4 (Virement)
P	Millennium Hall (VIC)				
P1	Improvements				
Q	Other				
Q1	Grants to Village groups	1000		0	No applications so far
T1	Lady Meers Pond		2160	3000	Pollarding needed?
	Totals - Special Projects	15500	3918	16323	
	Totals - General Expend (above)	£58,545	£42,436	£59,441	
	Grand Totals	£74,045	£46,354	£75,764	
		£74,418			PRECEPT