

Unapproved Minutes of the Finance Committee Meeting Wednesday 22nd March 2023 at 4:04pm

Present:

Cllr S Cross, Cllr K Elvin, Cllr J Glover (Chairman), Cllr C Graham, Cllr N Marsh and Ms. E Cope (Clerk
[FC 034/2022](#) Apologies for absence and declarations of interest

Apologies were received from Cllr Pellew.

[FC 035/2022](#) To review the minutes of the meeting held on 6th January 2023

The minutes of the meeting held on the 6th January 2023 were approved as a true and accurate record.

[FC 036/2022](#) To review and if required, amend the Financial Regulations, and recommend adoption at the next meeting of main council

The committee approved the recommendation from HALC to amend wording within section 11h. procurement threshold, which as of 21st December 2022 has been increased from £25,000 to £30,000. The revised regulations are to be presented for approval at Main Council on Monday 27th March 2023.

[FC 037/2022](#) Councillors to consider charges for the use of the parish greens for FY2023-24

It was approved to maintain the current charges for wedding parking at £50.00 + vat per day, with no charge for christenings or funerals.

Commercial events to be considered and approved by Main Council on a case-by-case basis.

[FC 038/2022](#) Pensions and Salaries

The Clerk reported completion of the 3-year enrolment/re-declaration to the Pensions Regulator on the 14th March 2023.

[FC 038.001](#)

Councillors to receive reports from the Royal County of Berkshire Pension Fund to 31st March 2023

Reports were circulated to the committee in advance of the meeting.

[FC 038.002](#)

Councillors to receive a salary report

Councillors received a salary report to 28th February 2023.

[FC 038.003](#)

Councillors to consider payment of additional hours completed by the Deputy Clerk during the period January to February 2023

The committee approved payment of additional hours completed by the Deputy Clerk to February 2023. Clerk to include payment with March 2023 salary.

[FC 038.004](#)

To approve the Clerks' expenses to 28th Feb 2023

The Clerks' expenses were approved to 28th February 2023.

[FC 039/2022](#) Council Finance

Councillors received the finance reports to 28th February 2023 prior to the meeting.

[FC 039.001](#)

[Councillors to consider advice from HALC regarding VAT on sporting fees](#)

Councillors approved HALC recommendation to cease charging vat on tennis court hire from the 1st April 2023. Court hire approved at £6.00 per hire from 1st April 2023.

Clerk to collate and file applicable vat reclaim information for the years 2018-2023 inclusive.

[FC 039.002](#)

[Councillors to consider advice from HALC regarding changes to procurement thresholds](#)

See FC 036/2022

[FC 039.003](#)

[Section 137 expenditure limit for 2023-24](#)

The Clerk shared information received from the Department for Levelling Up, Housing and Communities prior to the meeting. An increase from £8.82 2022-23, the appropriate sum for the purpose of section 137 (4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils is fixed at £9.93 per elector for 2023-24.

[FC 039.004](#)

[Chairman to approve and sign the bank statements to 28th February 2023](#)

The Chairman approved and signed the bank statements.

[FC 039.005](#)

[Cllr Elvin and Cllr Graham to countersign Nationwide bank form](#)

Councillors countersigned the form, confirming the change to the Clerk's personal address.

[FC 039.006](#)

[Councillors to receive finance reports to 28th February 2023](#)

Finance reports were circulated to the committee prior to the meeting.

[FC 039.007](#)

[Councillors to receive an update for the internal audit and AGAR timetable FY2022-23](#)

The Clerk reported a successful first stage internal audit completed on Thursday 2nd March, with a return visit scheduled for Thursday 27th April 2023.

[FC 039.008](#)

[Councillors to consider options for available CIL funds](#)

It was approved to present for consideration at Main Council on Monday 27th March 2023.

[FC 039.009](#)

[Councillors to consider options for available S106 funds](#)

It was approved to present for consideration at Main Council on Monday 27th March 2023.

[FC 039.010](#)

[Councillors to consider the Clerks' recommendation to purchase Scribe Accounting](#)

Councillors considered and approved to accept the Clerk's recommendation, with implementation of Scribe Accounting, Scribe Allotments, Scribe Cemetery and Scribe Bookings modules from 1st April 2023.

Proposed Cllr Graham Seconded Cllr Glover Vote All

[FC 039.011](#)

[To receive approval for any spending requests below £2,500.](#)

There were no requests for consideration.

[FC 039.012](#)

[To receive approval for any spending requests above £2,500.](#)

There were no requests for consideration

FC 040/2022 To review grant applications for recommendation to Main Council

FC 040.001

Councillors to consider a grant application from Bray Enhancement committee

The grant application for £2,500. was reviewed. Councillors proposed to present to Main Council for consideration at the meeting Monday 27th March 2023.

Councillors to consider a grant application from Braywood memorial hall committee

The Application was not submitted in time for the meeting.

FC 041/2022 To consider quotes received

The committee approved the quote from Advanced Tree Services to complete treatment for Oak Processionary Moth at £600.00 + VAT.

FC 042/2022 Date for the next Meeting

The date of the next meeting is Wednesday 3rd May 2023 at 4:00pm.

There being no further business the meeting closed at 5:18pm.

Unapproved