

Unapproved Minutes of the Finance Committee Meeting held at the Jubilee Room, Braywood Memorial Hall Wednesday 26th July 2023 at 4:09pm

Present:

CLlr S Cross (via Teams), CLlr K Elvin, CLlr J Glover (Chairman), CLlr C Graham, CLlr N Pellew, Ms. E Cope (Clerk)

FC 013/2023 Apologies for absence and declarations of interest

CLlr Glover declared an interest as Trustee of Braywood Memorial Hall

CLlr Graham declared an interest as an allotment tenant at Bray

CLlr Pellew declared an interest for Holyport Community Trust

FC 014/2023 Election of the Finance Committee Chairman for the forthcoming year

CLlr Elvin asked for nominations for Chairman. CLlr Graham nominated CLlr Glover as Chairman, there were no further nominations. CLlr Glover agreed to be nominated, the nomination was seconded by CLlr Elvin

Approved by all

FC 015/2023 Councillors to confirm meeting times for the forthcoming year

Councillors approved for meetings to be held at 4:00pm, with the option to join via Teams if unable to attend in person

FC 016/2023 To approve the minutes of the meeting held Wednesday 17th May 2023

The minutes of the meeting held on Wednesday 17th May were approved as a true and accurate record

FC 017/2023 Chairman to approve and sign the bank statements to 30th June 2023

Bank statements, April to June 2023 were circulated to the committee prior to the meeting

The Chairman approved and signed the bank statements

FC 018/2023 Chairman to approve and sign the Clerks' expenses to 30th June 2023

The Clerk's expenses, April to June 2023 were circulated to the committee prior to the meeting

The Chairman approved and signed the Clerks' expenses

FC 019/2023 To review the budget FY 2023-24

The Q1 budget review was circulated prior to the meeting

Councillors approved the budget review and agreed to review income and expenditure at the end of Q2 for the remainder of the financial year

FC 020/2023 To receive the finance reports to 30th June 2023

Finance reports, April to June 2023 were circulated to the committee prior to the meeting

Councillors approved the finance reports

FC 021/2023 Committee to consider payment of additional hours completed by the Clerk during the period July 2022 to June 2023

Councillors approved to recommend payment of the Clerk's additional hours at the next meeting of Main Council Monday 14th August 2023

FC 022/2023 Councillors to consider payment of additional hours completed by the Deputy Clerk during the period March 2023 to June 2023

Councillors approved to recommend payment of the Deputy Clerk's additional hours at the next meeting of Main Council Monday 14th August 2023

FC 023/2023 Clerks' request to write off historical debtors

Councillors approved to write off historical debtor amounts prior to 31st March 2023 resulting from unclaimed allotment and tennis deposits to the value of £373.20. It was approved to allocate the money to the appropriate cost centre, and to use some money to clear disused allotment plots

FC 024/2023 To review grant applications for recommendation to Main Council

Councillors approved to present to Main Council Monday 14th August the two applications received, Holyport Community Trust for a grant of £2,000 and Braywood Memorial Hall for a grant of £2,500
The Clerk advised grant expenditure for Q1 of £4,000 from the approved budget of £9,500

FC 025/2023 Review of ICT requirements

The Clerk reported on the recent review of ICT requirements with supplier IT QED., advising that the Clerk's desktop is of an age when a replacement should be considered. It was approved for the Clerk to confirm the purchase date of the desktop and laptop via email. Action Clerk

Councillors were advised that the approved budget for FY23-24 allows sufficient funds to purchase a replacement

The committee approved for the Clerk to research lease options for the printer, as the current machine is considered to be in excess of 6 years old. To report at the next meeting

FC 026/2023 To receive approval for any spending requests below £2,500

Quote received from R Watts and Sons to be presented to Main Council for approval. To repollard and clear basal growth on 6 Lime trees immediately behind the Bray Parish Cemetery at a cost of £1,100 + VAT

Quote received from IT QED for a replacement laptop/Clerk's desktop at a cost of £1,043.50 + VAT to be presented to Main Council for prior approval

FC 027/2023 To receive approval for any spending requests above £2,500

None received

FC 028/2023 Any other business

The Clerk reported submission of the Q1 VAT return FY23-24 and refund received from HMRC

BPC are now using the new Nationwide online banking system. CCLA banking have advised changes to their system with the addition of a transfer agent, to take effect from 16th October 2023. There should be no noticeable effect to transactions or monies held with CCLA

The Deputy Clerk now has online access to Lloyds bank system as approved by the Finance committee at their meeting Wednesday 14th December 2022 item FC 020/2022

The new online tennis booking system is working well, with a flurry of new players booking and enjoying the court. A transaction fee of £0.29p per hourly booking has significantly reduced the council's overheads

A request for a CIL income statement has been sent to RBWM, currently awaiting a report, the Clerk advised to continue seeking options to reduce budgeted expenditure by using available S106 and CIL monies held

FC 029/2023 Date for the next Meeting is Wednesday 25th October 2023

There being no further business the meeting closed at 5:09pm.