

Minutes of the Finance Committee Meeting held at the Jubilee Room, Braywood Memorial Hall on Wednesday 24th April 2024 at 4:12pm

Present: Cllr K Elvin, Cllr J Glover (Chairman), Cllr C Graham and Ms. E Cope (Clerk)

FC 073/2023 Apologies for absence and declarations of interest

Apologies were received from Cllr Pellew

Cllr Glover declared an interest in item 083/2023 Rent increase to Bray Parish Office

FC 074/2023 To approve the minutes of the meeting held on Monday 8th January 2024

The minutes of the meeting Monday 8th January 2024 were approved as a true and accurate record

FC 075/2023 Chairman to approve and sign the bank statements to 31st March 2024

Bank statements, December 2023 to March 2024 were circulated to the committee prior to the meeting
The Chairman approved and signed the bank statements

FC 076/2023 Chairman to approve and sign the Clerks' timesheets to 31st March 2024

The Clerk's timesheets, December 2023 to March 2024 were circulated to the committee prior to the meeting

The Chairman approved and signed the Clerk's timesheets

076.001 To consider Clerks' hours to 31st March 2024

The Committee approved for the Clerk to carry forward 3 unused holiday days from 2023/24

FC 077/2023 Chairman to approve and sign the Clerks' expenses to 31st March 2024

The Clerk's expenses, November 2023 to March 2024 were circulated to the committee prior to the meeting

The Chairman approved and signed the Clerk's expenses

FC 078/2023 Committee to consider payment of additional hours completed by the Deputy Clerk during the period December 2023 to March 2024

The Clerk advised 5.14hrs overtime completed by the Deputy Clerk between December 2023 and March 2024, noting that currently Brian is off sick with an ongoing eye condition as reported to the HR Committee on the 10th April 2024.

The Committee approved to defer any decision to pay until the next meeting

FC 079/2023 Councillors to receive finance reports to 31st March 2024

The finance reports for year-ending 31st March 2024 were circulated to the committee prior to the meeting. The Clerk noted that the internal audit had been completed with only minor comments for improvement

Councillors considered and approved the finance reports

FC 080/2023 To receive an update from the internal audit and AGAR timetable for FY2023/24

A copy of the email received from PKF Littlejohn regarding the audit and AGAR timetable for FY2023/24 was circulated prior to the meeting

The Clerk noted that the default submission deadline for the receipt of the approved AGAR and supporting documentation, or the Certificate of Exemption (as appropriate) is Monday 1 July 2024

The AGAR is to be presented for approval by Main Council at the Annual Meeting on Monday 20th May 2024

FC 081/2023 To consider the reserves allocation to year-end 31st March 2024

A copy of the reserve's allocation was circulated prior to the meeting

FC 082/2023 To review the budget FY 2024/25

082.001 To approve Clerks' request to increase funding available for Councillor training from £500. to £1,500. for the year FY2024-25

The Committee approved in principle to the requested increase. Action: Clerk to include as a proposal at the next meeting of Main Council

082.002 To consider the Clerks' request to employ Breakthrough Communications to complete Councillor training during FY2024-25

The Committee approved to propose to Main Council the Clerks' request to employ Breakthrough Communications for two ½ day training sessions

FC 083/2023 To receive approval for any spending requests below £2,500.

The Committee approved to accept quotes as presented by the Clerk

R Watts and Sons Ltd – subject to planning approval, to remove diseased and dead trees on the triangle of land at the entrance to Bartlett's Lane, Holyport at a cost of £1,400. + vat

Printique Ltd – 4,000 newsletters Spring/Summer 2024 at a cost of £918.95 + vat

Capntree Garden Care – To supply and erect 20 meters approximately chain link fence, Causeway Track, Bray at a cost of £1,100. zero vat

Capntree Garden Care – To supply and erect 7 meters approximately chain link fence, Bray village car park at a cost of £904.00 zero vat

Let the digger do it – To work in conjunction with the tree surgeons to clear 5 sections of the ditch, Ascot Road, Holyport at a cost of £900. Zero vat

The Clerk advised that Braywood Memorial Hall had increased the office rent from £500. To £525. Per month payable by direct debit, from the 1st April.

Cllr Glover advised that the lease on the Jubilee Room was due for renewal 2025

Approved by all

FC 084/2023 To receive approval for any spending requests above £2,500.

None presented

FC 085/2023 To consider Parish Basic Allowance payments FY2024/25

The Committee approved to propose to Main Council the payment of allowances for FY2024/25 to the value of £300.00 for elected Councillors and £300.00 + £150.00 to the Chairman.

Councillors were advised by the Clerk of the requirement to process payment of allowances through payroll.

FC 086/2023 To review grant applications for recommendation to Main Council

086.001 Application from Mr J Camplin for £205.

A copy of the grant application was circulated prior to the meeting, along with legal advice provided by Roger Taylor, Consultant at Wellers Law Group

Roger Taylor Consultant in Parish Council Services advised that the actions of several Councillors voting via email had resulted in pre-determination. Also, that the Council should be wary of supporting a specific protest group

Cllr Elvin felt that to approve the application was against the Grants Policy noting grants should be awarded to organisations and not individuals. Cllrs Elvin and Glover advised that in forwarding the application to Main Council the Finance Committee was abdicating its responsibility

Cllr Glover advised that to approve the application would further exacerbate the ongoing procedures from the HR Committee meeting, Wednesday 10th April 2024

As no decision was made, the Committee approved against the advice of the Clerk to present to Main Council at the May meeting

[086.002 Application from Thames Valley Hospice for £1,000.](#)

A copy of the grant application and supporting information was circulated prior to the meeting. Councillors approved to present to Main Council at the May meeting

[086.003 Application from Citizens Advice East Berkshire for £400.](#)

A copy of the grant application and supporting information was circulated prior to the meeting
Councillors approved to present to Main Council at the May meeting

[086.004 Application from OGAFCA – Fifield Fun Day](#)

A copy of the grant application and supporting information was circulated prior to the meeting
The Committee approved to present to Main Council at the May meeting

FC 087/2023 To review the following policies for recommendation at the next meeting of Main Council

- Allotment Rent Review
- Cemetery Fees Review
- Cemetery Internment Notice
- Cemetery Terms and Conditions
- Financial Regulations
- Fixed Asset Capitalisation Policy
- Grants Policy and Application Form
- Investment Policy
- Social Media Policy
- Tennis Court Policy
- Website Accessibility Statement

The Clerk advised that each policy had been checked against NALC, noting no changes required other than updating letterhead where applicable

The Committee approved to present to Main Council at the next meeting for approval

FC 088/2023 Review of ICT requirements

The Clerk advised nothing to report at present

FC 089/2023 Date for the next Meeting TBC

The date of the next meeting to be approved at the Annual Meeting of the Council on Monday 20th May 2024

There being no further business the meeting closed at 5:41pm.