

Unapproved Minutes of the Finance Committee Meeting held at the Jubilee Room, Braywood Memorial Hall Wednesday 25th October 2023 at 4:08pm

Present:

Cllr S Cross, Cllr K Elvin, Cllr J Glover (Chairman), Cllr C Graham & Ms. E Cope (Clerk)

FC 030/2023 Apologies for absence and declarations of interest

Apologies were received from Cllr Pellew

Cllr Graham declared an interest in item FC 037/2023 as an allotment tenant

Cllr Cross declared an interest in item FC 037/2023 as her partner is a current tenant

FC 031/2023 To approve the minutes of the meeting held Wednesday 26th July 2023

The minutes of the meeting held Wednesday 26th July 2023 were approved as a true and accurate record

FC 032/2023 Chairman to approve and sign the bank statements to 30th September 2023

Bank statements, July to September were circulated to the committee prior to the meeting

The Chairman approved and signed the bank statements

FC 033/2023 Chairman to approve and sign Clerks' timesheets to September 2023

The Clerk's timesheets, April to September were circulated to the committee prior to the meeting

The Chairman approved and signed the Clerk's timesheets

FC 034/2023 Chairman to approve and sign Clerks' expenses to September 2023

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

The Chairman approved and signed the Clerk's expenses

FC 035/2023 To receive the finance reports to 30th September 2023

The finance reports, July to September 2023 were circulated to the committee prior to the meeting

Councillors considered and approved the finance reports

FC 036/2023 To consider options for funds exceeding £85,000

Councillors were advised that options for additional bank accounts were limited to those offering 5-year business bonds. The Committee agreed to continue to monitor funds held, with a review at the next meeting

FC 037/2023 Review Allotment Fees

Councillors considered the current fees and approved to propose to Main Council an increase of £1.00 per 25 Sq. meters for the period 1st October 2024 to 30th September 2025

FC 038/2023 Review Cemetery Fees and Policy

Councillors considered the current fees and approved to propose an increase of 5% on all cemetery fees, with effect from 1st December 2023

FC 039/2023 To review the budget FY 2023-24

A copy of the budget update for Q1 – Q2 FY 2023-24 was circulated prior to the meeting

Councillors considered and approved the income and expenditure to 30th September 2023

Councillors were advised that RBWM report an overspend of £203M to year ending 31st March 2023, with a forecast further overspend of £7.3m this financial year. The Clerk noted that the Borough Council are at risk of receiving a Local Government Section 114 (bankruptcy) notice, which may in turn result in Parish Councils being asked to complete non-statutory services going forwards. Consideration during the budgeting process at December's meeting to include possible additional funding required to complete non-statutory services

FC 040/2023 To receive the Interim audit report

A copy of the interim audit report was circulated to the committee prior to the meeting

FC 040.001 To consider the Internal Auditors recommendation to adopt the uplift in Outer London Fringe Allowance

The committee approved the recommendation to adopt the uplift in Outer London Fringe Allowance, to be paid with October salaries.

A report will be provided at the next meeting of Main Council

FC 040.002 To consider the Internal Auditors recommendation to apply the Clerk's spinal point increase

The committee approved the spinal point increase to be paid with October salary, noting that the Clerks' contract of employment states:

9.2 Subject to satisfactory performance, you will progress automatically through the range (£32,029.00 to £34,788.00) in salary scale LC2 (29-32) by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April 2023 and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so

A report will be provided at the next meeting of Main Council

FC 040.003 To review the Standing Orders

A copy of the revised Standing Orders was circulated prior to the meeting

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

FC 040.004 To review the Financial Regulations

A copy of the revised Financial Regulations was circulated prior to the meeting

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

FC 040.005 To review the Financial Risk Assessment

A copy of the revised Financial Risk Assessment was circulated prior to the meeting

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

FC 041/2023 To consider using CIL monies to support salaries for applicable projects

The Clerk advised that the Council could use CIL monies to support salaries for applicable projects, however the committee agreed that currently this would not be necessary

FC 042/2023 To consider and approve staffing requirements

The committee considered and approved to increase both the Deputy Clerk and Clerks' Assistants hours from 15 hours per week to 20 hours per week, with a recommendation for approval to Main Council at the next meeting

The Clerk requested an additional 20 hours for November, to enable the Clerks' Assistant to complete work on digitising the Cemetery records. To be paid with November salaries.

Approved by all

FC 043/2023 Review of ICT requirements

Currently the office has sufficient computer equipment. The Clerk advised that the laptop is showing signs of wear, but is still fully functional

FC 044/2023 To receive a report from the NALC Digital Engagement Online Training

A copy of the report from Cllr Korczak and Dawn Hampshire Clerks' Assistant was circulated prior to the meeting

FC 045/2023 To receive approval for any spending requests below £2,500

There were no requests for consideration

FC 046/2023 To receive approval for any spending requests above £2,500

There were no requests for consideration

FC 047/2023 To consider budgeting requirements for FY 2024-25

It was approved for the Clerk to email each committee Chairman to request budgeting requirements for FY 2024-25 for consideration at the next meeting of the Finance committee, Wednesday 13th December 2023

FC 048/2023 Any other business

Cllr Glover advised that Braywood Memorial Hall had been approached for a long-term weekday commercial hire, but had approved not to accept, valuing the Parish Council and local use to be more important

FC 049/2023 Date for the next Meeting is Wednesday 13th December 2023 at 4:00pm

There being no further business the meeting closed at 5:30pm.

Unapproved