

**Clerk to the Council/RFO: Julie Hodgkiss**  
**Chairman: Cllr Mark Underwood**

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Minutes of the Finance Committee Meeting held at 7:15pm on **Monday 17<sup>th</sup> January 2022** at Lythwood Room, Bayston Hill Memorial Hall.

**Present:** Cllrs Teckoe (Chair) (CT), Clode (CC), Clarke (TC), Higgins C (CH), Higgins P (PH) Cllr Parkhurst (AP) and Underwood (MU).

**Not Present:**

**In attendance:** Shaun Jones Locum Clerk, Julie Hodgkiss Clerk

- F13.21/22 RECEIVE APOLOGIES & REASONS FOR ABSENCE.** None.
- F14.21/22 DECLARATIONS OF INTEREST –** TC advised he is the BHPC rep on Bayston Hill Bowling Club committee. SJ provided a standing declaration of a personal interest form for TC to complete.
- F15.21/22 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS -** None
- F16.21/22 MINUTES –** CH highlighted a typographical error to amend Cllr initials from TE to TC. The minutes of the meeting held on 9<sup>th</sup> August 2021 were reviewed as an accurate record of proceedings. **Proposed MU to approve, seconded by AP – carried unanimously** and signed by the Chairman.
- F17.21/22 CLERK'S REPORT AND MATTERS ARISING –** SJ advised all matters would be covered within the agenda.
- F18.21/22 FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY –** To note the position of financial cost centres compared to budgets at the end of Q3. SJ advised that a virement exercise would take place, as is standard, in February within cost centres. **All in favour – motion passed.**
- F19.21/22 BANK RECONCILIATION –** To note the Bank Reconciliation report for all accounts, to 31 December 2021. **Proposed by CH, seconded by AP, all in favour – motion passed.**
- F20.21/22 REVIEW OF RESERVES AND CONTINGENCIES –** SJ advised that the funds deposited in the CCLA Deposit Fund need to be updated – an internal transfer of £2,279.96 and an additional item of £7,000 has been added for the New Community Hub – Library and Parish Office, which has been drawn from the BHPC contribution to the County Library Service - deducted from agreed annual library grant of £25,000. **The report was noted.**

F21.21/22

**DRAFT BUDGET 2022/23** – Members of the committee were guided through each cost centre to agree on each and this will flow into the proposed Precept request. Headline budget implications are as follows;

	<b>2021/22</b>	<b>2022/23</b>	<b>Comment</b>
<b>Administration</b>	£15,700	£19,195	Up – Insurance cost.
<b>Community open spaces</b>	£4,150	£4,150	Flat
<b>CB – Parish office</b>	£2,500	£2,650	Up – Increase in electricity cost.
<b>CB – Pavilion</b>	£4,000	£7,200	Up – Increase in electricity cost.
<b>CB – YCB</b>	£2,020	£2,680	Up – Increase in electricity cost.
<b>Repairs and Maintenance</b>	£11,000	£10,200	Reduced – finer tuning to actuals.
<b>Grants and contributions</b>	£34,656	£34,156	Reduced – finer tuning to actuals.
<b>Lythwood Sports Facilities</b>	£13,000	£12,700	Reduced – no contract cleaner cost.
<b>Rent, rates, utilities</b>	£2,950	£2,500	Reduced – Glebefield rent removed.
<b>Staffing</b>	£90,228	£100,387	Up – Greater accuracy and no locum cost uplift.
<b>Street Lights</b>	£21,300	£26,000	Up – Match actual recent repair costs coming through. Unknown unmetered cost increase.
<b>Tractors</b>	£1,700	£3,200	Up – Diesel, no longer duty free.

The biggest unbudgeted factors in 2021/22 were steep rise in electricity costs, new contracts have been researched but a competitive 3 year fix eluded and so we remain with our current provider subject to regular review. Staffing costs – having a Locum Clerk in post plus the new hire of a Deputy Clerk and the cross over when we have both the new Clerk and Locum in post will see allocated budget exceeded by approx.13%. Next year's budget reflects a more static position. There has also been a significant increase in the cost of street light repairs which includes some conversion to LED low energy lanterns. The tractors were well overdue a full service, hence an increase on what was budgeted. Income is returning to pre-covid levels. We suggest not making any addition to earmarked reserves. We have considerable earmarked reserves, some of which are historical and may not be relevant. It is suggested a reduction of £5,000 be agreed to lower the precept request.

F22.21/22

**PRECEPT RECOMMENDATION 2022/23**

To meet the agreed expenditure budget of £225,017 an increase in the precept request of 2.99% (up £2.90 to £99.91 for a Band D property) would raise £180,124 on a slightly higher Taxbase (no. of properties paying Council Tax). Members agreed that a project list for 2022/23 be brought to Full Council as a supporting document, for the final decision. **Proposed TC, seconded MU to recommend setting of noted precept for FY 2022/23 to Full Council – Motion carried.**

8:05pm AP left the meeting

F23.21/22

**BANKING MANDATES** – SJ explained that the process of updating bank mandates was underway, the removal of himself as signatory with Unity Trust Bank was complete and JH awaiting credentials for signing in. **Noted.**

Signed.....

Date.....

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- F24.21/22 PRE-PAID CREDIT CARD** – SJ advised that with the removal of petty cash, staff needed a more sensible way to make small ad hoc payments rather than wait for expenses reimbursement. This was also a recommendation of the previous audit. **Proposed by MU, seconded CH, unanimously agreed.**
- F25.21/22 INTERNAL AUDITOR'S INTERIM AUDIT REPORT** – SJ advised that this item was included, as an Interim Audit was undertaken on Wednesday 12<sup>th</sup> January 2022 but the expected report has not yet been received. The item will included on a future agenda once the report has been received.
- F26.21/22 FILCA TRAINING COURSE** – Training for the Clerk/RFO. **Proposed MU, seconded CT, unanimously agreed.**
- F27.21/22 EXCLUSION OF THE PRESS AND PUBLIC** - Motion **proposed CH, seconded MU** – It was **unanimously resolved** to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to allow the Council to discuss confidential matters.
- F28.21/22 CONFIDENTIAL MATTERS** – SJ advised committee on the additional staff members who have joined/will be joining the pension scheme. Questions regarding staff costs were covered in item F21.22/23.

Meeting ended at 8:12pm