

Locum Clerk to the Council/RFO: Shaun Jones
Chairman: Cllr Mark Underwood

Minutes of the Finance Committee Meeting held at 7:00pm on **Monday 18 January 2021** via Zoom Video Conferencing.

Present: Cllrs Parkhurst, (Chair), Clarke and Jones
Apologies Cllr. Gouge;
In Shaun Jones Locum Clerk; Cllr. Underwood
attendance:

F27.20/21 RECEIVE APOLOGIES & REASONS FOR ABSENCE – None

F28.20/21 DECLARATIONS OF INTEREST – None

F29.20/21 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS - None

F30.20/21 MINUTES – The minutes of the meeting held on 19 October 2020 were reviewed as an accurate record of proceedings. **Proposed MU and seconded FJ to approve – carried unanimously** and signed by the Chair.

F31.20/21 CLERK'S REPORT AND MATTERS ARISING

- Updates for Financial Regulations - Transition to Unity Trust Bank internet banking system - target of switch over missed - Jan 1st. Efforts in place to meet soon.
- The invoice for 2020/21 Lyth Hill Country Park annual contribution reduced by £1,253.00 agreed with Richard Knight - BHPC always looked upon as a contributor to Lyth Hill Country Park and he was happy to help. Assists in mitigation over the Invoice Fraud.
- £11,534.09 related to the movement of FY 19/20 partial surplus to earmarked reserves - didn't have the background at the previous meeting. Also £6,190.00 from an underspend of Street Lighting upgrade budget moved to an earmarked reserve.
- Reserves - £339,837.02 as at 31.3.20.
- An offer from an HR Service Provider to review Health & Safety Policies review being actively considered.

F32.20/21 FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY – SJ highlighted three Cost Centres – Administration, Grants & Contributions and Staffing Costs where there is a projected overspend – full reasons given. All remaining 9 Cost Centres are within budget, some comfortably. Overall, the projection is for a budget surplus. **Noted – proposed MU, seconded FJ – all in favour.**

F33.20/21 BANK RECONCILIATION – SJ acknowledges valued assistance from MU in the sign off of Monthly Bank Reconciliation reports. To note and agree the Bank Reconciliation for all accounts, including Petty Cash to 31 December 2020. **Proposed FJ, seconded TC to accept the report. All in favour.**

F34.20/21 REVIEW OF RESERVES AND CONTINGENCIES – report tabled. SJ is still working through recent changes in balances reported but confirms Scribe shows some 6 named earmarked reserves totalling £338,168.75 and £88,367.34 in free surplus as at Q3. **Members noted the report.**

F35.20/21 DRAFT BUDGET – Members of the committee were guided through each cost centre to agree on each and this will flow into the proposed Precept request.

Cost Centre	Amount 2021/22	Proposer/Seconder
Administration	£15,700	MU/AP
Community Open Spaces	£4,150	FJ/TC
Council Buildings – Parish Office	£2,500	AP/MU
Council Buildings - Pavilion	£4,000	AP/MU
Council Buildings – YCB	£2,020	AP/MU
Repairs & Maintenance	£11,000	MU/FJ
Grants & Contributions	£34,656	FJ/MU
Lythwood Sports Facilities	£13,000	FJ/MU
Rents, Rates & Utilities	£2,950	FJ/MU
Staff Costs	£86,215	AP/FJ
Street Lighting	£21,300	MU/AP
Tractors	£1,700	AP/MU

Income projection of £175,186 if we were to hold the precept request at the present level – includes Facilities income.

Mention made of a Hire Charge review, to bring forward – proposed that Annually increase by 5%. AP FJ (TC reference STC fee table too).

F36.20/21 PRECEPT RECOMMENDATION – To meet the agreed budget of £204,191 (includes new earmarked reserve addition of £5,000) an increase of 2.9% (up £2.70 to £95.66 for a Band D property) would raise £173,185 on a slightly lower Taxbase (no. of properties paying Council Tax). **Proposed MU, seconded FJ to recommend setting of noted precept for FY 2021/22 to Full Council – Motion carried.** A couple of requests made to review, which SJ will make – particularly Staff Costs, that could impact on the 2021/22 budget but these will be put to Full Council.

F37.20/21 PAYMENTS – The Clerk tabled a list of payments for January for approval. For acceptance of January schedule, **motion proposed MU, seconded FJ, all in favour.**

F38.20/21 EXCLUSION OF THE PRESS AND PUBLIC - Motion **proposed FJ, seconded AP** – 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.

F39.20/21 CONFIDENTIAL MATTERS
To note an addition member of staff has joined the pension scheme – administered by Shropshire Pensions.

Meeting closed at 8:16pm.