

FINDERN PARISH COUNCIL

Clerk: Mrs Kate Sharpe

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Minutes of the Finance Committee Meeting of Findern Parish Council **held at Bee's Tea Room, Findern at 7.00pm on 5 December 2019**

Present: Councillors R Brook (Chairman), M Goodall, J Hibbert, M Ratcliffe and R Rose.

Also present: Mrs K Sharpe (Clerk)

2393/19 Appointment of Committee Chairman for the Civic Year 2019/20

Councillor R Brook proposed Councillor James Hibbert be elected as Chairman of the Finance Committee for the Civic Year and this was Seconded by Councillor M Ratcliffe. All in favour.

RESOLVED that Councillor James Hibbert be elected Chairman of the Finance Committee for the Civic Year 2019/20.

2394/19 Apologies for absence

Apologies for absence were accepted from Councillors S. Brook, T Brown, A Hibbert, C Smith and M Woodhouse.

2395/19 Declaration of members interests

None

2396/19 Review of procurement

The Clerk highlighted to Members section 6.20 of the Financial Regulations which states - Personal credit or debit cards of members or staff shall not be used under any circumstances.

The Clerk also raised with Members the requirement for VAT reclaims from HMRC, that all invoices where VAT is to be reclaimed are made out to Findern Parish Council.

The Clerk acknowledged that in practice, it was difficult to follow this process when an item was needed urgently. However following discussion, the Members **RECOMMENDED** that going forward the Clerk should be requested to make all orders. Members may still investigate / source products but the details should then be passed to the Clerk for ordering.

2397/19 Budget Monitoring and Bank Reconciliation reports for current year

The Clerk reported several areas of concern on certain budget lines that had gone over budget. A detailed list of items in those budget lines was brought to the meeting so that the Committee had an understanding of why the budget had been exceeded. The Clerk advised it was important to consider the budget for 2020/21 in detail so that all proposed projects were included and a budget allocated to these.

The reports showed that if there were no unforeseen calls on the Parish Council's budget for the remainder of the financial year, there would be a need to use £23,928 of existing reserves to balance receipts and payments. It would then prove possible to carry forward to 2020/21 a sum of approximately £44,550 (which included a pending VAT refund). If the bike track at KGV is not installed in 2019/20 the carry forward figure would be around £68,500.

These reports were **NOTED** by Members.

2398/19

Consideration of budget items for 2020/21

Councillors considered the draft budget prepared and discussed changes to this budget, including adding in other potential projects for 2020/21. Items identified included: -

- Include a figure for Wildflower seeding - £750
- Purchase of Planter and installation & planting of this at Derby Bus stop - £500/£250/£200
- Electrical work at the green - £250
- Metal Barrier for KGV - £2000
- Replace steps at KGV - £1000
- Purchase of Common Piece land - £15,000
- Common Piece Land, a ringfenced budget for work required if land is purchased - £5000
- Increase allocation for Bus Shelter Maintenance to £1500

Consideration was given to these items by the Finance Committee and changes were made to the proposed budget in order for a suitable budget to be allocated for 2020/21.

RECOMMENDED that the draft budget should be recalculated to reflect the changes made and then presented at a further meeting of the Finance Committee.

2399/19

Consideration of precept for 2020/21

The Committee was asked to consider the draft budget along with the Clerk's budget and precept report, noting its contents and to make a recommendation for approval of Budget and Precept for 2020/21.

The Parish Council had been advised by South Derbyshire District Council that the concurrent function allocation and the Council Tax Support scheme would remain the same. The Council Tax Base had increased from 956 to 1168 which, even with a 0% increase on precept would raise a further £6477.00. This equated to £30.55 per year for a Band D property.

The draft budget prepared proposed a 0% increase to precept, with a use of balances of £3,836.00 to balance the budget. However, during the meeting there were a number of changes made to the budget, amounts allocated on certain budget lines were changed and items added.

RECOMMENDED that the precept figure must be revisited at a further meeting of the Finance Committee, once the proposed budget has been recalculated to reflect the changes made.

2400/19

Date of next meeting

A further meeting of the Finance and Business Plan Committee is required to confirm the final budget and precept figures to be recommended for approval by Council at the 9 January meeting. The figures need to be confirmed at that meeting for SDDC to be given the Precept figure before their 3 February 2020 deadline.

RECOMMENDED a date for this Committee meeting should be agreed at the Full Council meeting on 12 December 2019.

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