

FINDERN PARISH COUNCIL

Clerk: Mrs Kate Sharpe
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Minutes of the Finance Committee Meeting of Findern Parish Council held at 7.00pm on 28 November 2023 at Methodist Church, Lower Green, Findern

Present: Councillors T Brown, M Bram, B Dosanjh, H Hettmann, M Ratcliffe, C Smith and M Woodhouse.

Also present: Mrs K Sharpe (Clerk)

3214/23 Apologies for absence

Apologies for absence were **NOTED** for Councillors G Cooke and S Holmes.

3215/23 Declaration of members interests

An Interest was declared by Councillor Hettmann regarding his membership of the Findern Footpaths Group; and by Councillor Tammy Brown as a Trustee of the Village Hall and the Warm Space Group.

3216/23 Approval of Minutes

RESOLVED that the Minutes of the Finance Committee meeting held on 7 October 2021 be approved as a true record and signed by the Chairman.

3217/23 Budget Monitoring and Bank Reconciliation reports for current year

These reports had been updated with the figures from recent bank statements up to 22 November 2023. The Clerk updated Members on each budget line, giving a view on estimated year end figure compared to budgeted figure.

The Clerk advised Council of the recent discussions at South Derbyshire District Council about Concurrent Function payments. It was suggested that there be no % increase to the payment of this in 2024/25 and that a review should be carried out for future years. This would have an implication for the setting of the Precept figure for future Parish Council budgets.

The Council had received a VAT refund for payments up to 31 July 2023. Another claim to recover VAT would be made after end of January 2024.

The reports were reviewed and **NOTED** by Members with the following considerations made.

3218/23 Consideration of any amendments of budget lines for 2023/24

Most budget lines were on budget and gave no cause for concern. There were some lines that would be adjusted: -

- 1) The £3500 in the Parish Rooms budget line was not spent as the planned install of new windows had been deferred until the next budget year. The budget line would be reduced accordingly.
- 2) The Administration budget line was over spent as the Council had received an invoice from Include Creative for 2 years' worth of website hosting. They had not billed in 2022/23. The invoice included the period from Sept 2022 to Sept 2024. The budget line would be increased accordingly.
- 3) The newsletter budget would not be used in this budget year and would be reduced to £0.

- 4) The Training budget had been under utilised because the Council had taken the Enhanced service with DALC, which included a certain amount of free training for Councillors but which put that budget line DALD/ICO/SLCC Subs slightly over budget. The budget lines would be decreased and increased accordingly.
- 5) There had been no Election fees to pay from May 2023 therefore that budget line would be reduced.
- 6) The Clerk had prepared a separate budget sheet showing cost for Easter, Coronation and Summer events. This helped to identify possible costs for next years event. This budget line was over spent by £1000 would be increased accordingly.
- 7) Sports mobile budget line was over spent, the original figure in the budget was not sufficient to cover cost of 4 events would be increased accordingly.
- 8) The Vehicle Activated Sign had not been installed in the 2022/23 budget year. The £3400.00 allocated for the purchase of the signs in the previous budget year had actually been paid in the current budget year, therefore that budget line was shown as over budget would be increased accordingly.
- 9) The Afternoon Club was reported as self-financing now and able to apply for grants. However, it was agreed the budget allocated should remain in case of further need.
- 10) The Gateway Signs Project had not gone ahead in this budget year therefore the budget line would be reduced to £0; however, this was still something to consider for the future.
- 11) The BMX Training Project had not gone ahead in this budget year therefore the budget line would be reduced to £0. It is unlikely to be included in the budget for the next year.
- 12) The contingency budget line was over spent, mainly because the line included the purchase of the extra Defibrillator that had not been budgeted for, the line would be increased accordingly.

RECOMMENDED that the updated budget below (See Appendix) be approved at the Full Council meeting on 14 December 2023.

3218/23

Consideration of budget for Neighbourhood Development Plan 2023/24

The Clerk advised that the Council should consider allocating some money for the remainder of the year to progress the Neighbourhood Development Plan. Funding had been applied for, but may fall short of the amount required to make progress.

RECOMMENDED that £2000 be allocated to a specific budget line for NDP work up to 31 March 2024.

3219/23

Consideration of Projects for 2024/25 and beyond incl. NDP.

Members considered projects that they would like to progress in 2024/25.

- 1) They would like to mark the Gateways to the village and Highfields in some way.
- 2) They would like to continue to support the Warm Space at the Village Hall.
- 3) They would like to reconsider funding the Summer Activities in a different way – looking at alternatives and maybe offering both schools an end of term event for all the children.
- 4) The electric supply on The Green needs to be upgraded. Councillors Ratcliffe and Woodhouse would look into options for this.
- 5) They would like to enhance the Village Green with new posts and/or flower baskets. Councillors Ratcliffe and Dosanjh would look into options for this.
- 6) Enhancements for the Church were considered; however, the Clerk would need to check the legal position of this.
- 7) An amount to support the Neighbourhood Development Plan was thought to be necessary.
- 8) The Council would like a Community Hall for Highfields; though this is a long-term goal.

3220/23

Date of next meeting

RECOMMENDED that the Clerk would work on a Draft budget for 2024/25 and circulate this to all Members. A date for a formal meeting or an informal discussion on Zoom would be confirmed once the draft budget and precept recommendation was known. This would be in early January to finalise budget and precept for 2024/25. This would then be approved by Full Council at the 11 January 2024 meeting and submitted to South Derbyshire District Council by their deadline at the end of January.

Exclusion of press and public – if required

It was **RESOLVED** that in view of the nature of the business about to be transacted it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

3221/23

Exempt

Members discussed the Pay Award for the Lengthsman and Parish Warden.

APPENDIX

		Amended Budget Following Finance Meeting on 7 Dec 2023
	Budget 2023/24	
INCOME		
Precept (raised via SDDC)	£ 46,864.00	£ 46,864.00
Support Grant from SDDC	£ 1,135.00	£ 1,135.00
Concurrent Function from SDDC	£ 15,000.00	£ 15,000.00
Interest from Business Reserve account	£ 100.00	£ 300.00
Parish Room Income estimated	£ 4,000.00	£ 4,100.00
Rent from land on Burton Road	£ 7,000.00	£ 7,000.00
Grants	£ 385.00	£ 385.00
Other	£ -	£ 845.00
VAT reclaim	£ 5,000.00	£ 6,000.00
Sub-Total	£ 79,484.00	£ 81,629.00
Required Transfer from Balances	£ 10,701.30	£ 2,490.00
Total	£ 90,185.30	£ 84,119.00
		Amended Budget 2023/24 Following Finance Meeting on 28 Nov 2023
EXPENDITURE		
	Budget 2023/24	
Grounds Maintenance / Gardening	£ 8,500.00	£ 8,500.00
Parish Rooms/The Green Maintenance&Costs	£ 5,000.00	£ 1,500.00
Findern Amenity Hardware/ Maintenance	£ 2,000.00	£ 1,000.00
Highfields Amenity Hardware/ Maintenance	£ 3,500.00	£ 1,315.00
KGV Playing Field Items	£ 1,000.00	£ 1,000.00
Garden of Remembrance	£ 600.00	£ 600.00
Footpath Maintenance	£ 385.00	£ 385.00
Bus Shelter Maintenance	£ 1,500.00	£ 1,500.00
Refuse Collection / Dog Waste Bin	£ 2,500.00	£ 2,500.00
Donations S137	£ 3,000.00	£ 3,000.00
Staff Salaries / Payroll	£ 21,500.00	£ 21,500.00
Phone/WFH Allowance/Travel	£ 700.00	£ 700.00
Admin. costs.	£ 1,500.00	£ 2,500.00
Newsletter x 2 per year	£ 1,500.00	£ -
Chairs Allowance	£ 500.00	£ 500.00
Training	£ 1,000.00	£ 200.00
Audit Fees	£ 500.00	£ 495.00
DALC / SLCC / ICO SUBS	£ 800.00	£ 1,075.00
Legal Fees/ Risk and Insurance	£ 2,000.00	£ 2,000.00
Election	£ 2,500.00	£ 228.00
Christmas event	£ 1,700.00	£ 1,700.00
Easter Event / Summer Event	£ 3,500.00	£ 4,550.00
Remembrance Event	£ 300.00	£ 676.00
Sportsmobile	£ 500.00	£ 1,060.00
KGV Phase 3	£ -	£ -
VAS / Speedwatch	£ 1,200.00	£ 5,150.00
Stanhope Wood	£ 3,500.00	£ 3,500.00
Afternoon Club at Village Hall	£ 2,600.00	£ 2,600.00
Christmas Tree at Highfields	£ 1,800.00	£ 2,385.00
Gateways signs x 4 at entrances to village	£ 4,600.00	£ -
BMX Bike training course at KGV	£ 2,500.00	£ -
Contingency / Miscellaneous	£ 2,500.00	£ 4,000.00
Neighbourhood Development Plan	£ -	£ 2,000.00
VAT	£ 5,000.00	£ 6,000.00
TOTAL	£ 90,185.00	£ 84,119.00