

SLAUGHAM PARISH

FINANCE & POLICY

Meeting MINUTES Wednesday 26th January 2022

Ms Sally Mclean – Clerk to the Council Email clerk@slaughampc.co.uk Website: <http://www.slaughampc.co.uk>

This meeting will be held virtually in accordance with Parish Council Delegate Scheme adopted 26th March 2020 / 27th May 2021-

Local Government Act 1972: "S. 101 Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a committee, a sub-committee or an officer of the authority, or (b) by any other local authority click [here](#)

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.



Present: Cllrs Michael Earle, Eric Prescott, Lorette Holborn, David Dunn, Bob St George

- F2601/01** **Apologies for absence** -To receive and accept apologies for absence None
- F2601/02** **Declarations of Interest:** To note any declarations of interest. **None**
- F2601/03** **Minutes of the meeting of Finance & Policy Committee 10th November 2021 & Meeting Notes 20th January 2022 :** To receive and adopt the minutes. Proposed Cllr Earle, Second Cllr Holborn **APPROVED**
- F2601/04** **Adjournment for questions from the public:** The committee is to consider whether to adjourn the meeting in accordance with clause 1(d) of Standing Orders, in order to receive questions from members of the public. **None attended**
- F2601/05** **Matters arising from the Minutes –** To note any matters arising from the minutes. **Cllr Prescott comment missing in financial risks in relation to professional fees incurred investigating options for St Martins should the site not come forward. Proposed Cllr Earle, Cllr St George Members APPROVED**
- F2601/06** **Financial Monitoring - Members to review the income and expenditure against budget 2021/22, to include reserves position. Proposed Cllr Earle Second Cllr Prescott Members APPROVED**
Ref: Detailed Income & Expenditure by Budget Heading
Ref: Income and Expenditure Account
Ref: Summary Income & Expenditure by Budget Heading
Ref: Trial Balance/Balance Sheet
Ref: Bank Reconciliation Statement/s
There are no significant changes to report. Areas of overspend have been covered below or appended
- F2601/06/01** **Report Expenditure Differences – The committee is asked to consider and approve the variances outlined - reports cc'd in advance:**
- Code 4610 Neighbourhood Plan – Spend £5,513 Budget £0 (5,513) Overspend – Planning Legal Advice - Section 111 of the Local Government Act 1972 (LGA 1972).
 - Code 4202 Allotment Expenses – Spend £3,262 Budget £250 (3,012) Overspend Allotment Clearance to improve and create additional plots - Small Holding & Allotments Act 1908, ss. 23, 26, and 42
 - Code 4410 Playing Fields Other - £1,050 5,000 3,950 3,950 21.0% Underspend
See Code 4411 £4516 recorded
 - Code 4411 Handcross Recreation - £18,216 500 (17,716) (17,716) 3643.2% - Overspend
Incorrectly Coded – Raise Journal £4516 for Grass Contract to 4410
Other areas itemised see report attached Appendix 1
- Other/s Areas Noted*
- 4101 Payroll Service Charge – Overspend due to unclaimed fee from WSCC Payroll Team 2019 £113.22.
 - 4148 Solicitor Fees – Land Acquisition £3018.88 Local Government Act 1972, ss.124, 126, 127
- F2601/07** **To approve Bank Reconciliations for November / December 2021 – Cllr Prescott Cllr Earle APPROVED**
- F2601/08** **Members to consider/recommend additional expenditure coming forward 2021/22 – papers cc'd in advance**
F2810/08/01 - Nymans / Cedars Bus Shelter – S106 RECOMMEND PID APPROVAL – Recreation Committee to prepare reports for approval
F2810/08/02 - Removal of the Public Conveniences Handcross Recreation Ground – Reserves - S106 to improve drainage at Pavilion instead of refurbishment of the toilets due to ongoing maintenance, resourcing and costs.
Cost between £3-£4k and includes capping off any services. Cllr Earle to look at project before recommendation. It is this Committees opinion that further investigation into the building its condition and possible options need further work - Cllr Earle to champion the project and report back to this Committee in the first instance.

F2810/08/06 - Playground/s – s106 The Clerk to investigate funding where possible

Replacement of swing seat and chains £1136. APPROVED Funding/Reserves

Replacement of fence at Slaugham Playground £1565. APPROVED Funding/Reserves - . License agreement requirements

F2810/08/07 - AV Equipment – S106

Two similar quotes received: Avensys @ £11,348 and TSM @ £9,300. The more expensive quote included some 'bespoke' equipment, which may be difficult to replace/repair in the future. As such suggest the TSM quote is approved on the understanding that no further quotes are available at this time

F2601/09 **To review recommend spend S106 developer contributions – Members to review in line with F1008/08 – To be considered at the next convenient meeting**

F2601/10 **To review and approve the current year to date budget and expenditure for 2021-22.**
Ref: Annual Budget UPDATED Recoded cc'd in advance **APPROVED**

The areas that this Committee have identified that require an increase budget are:
Neighbourhood Plan (District Review Plan) £1500
Solicitor Fees (St Martins) £5000
Handcross Recreation Sports Pavilion Rates (new code) £3000
MacNaughton Hall (Utilities) £500

F2601/11 **Budget Setting for 2022/23: Budget and Precept Setting Timetable:** To review the proposed timetable, principle and assumptions to commence the budget setting exercise for 1 April 2022 to 31 March 2023.

After review of the budget and expected inflation along with increases projected the proposed figures were discussed and outlined in the table below.

Current Precept @ £113k a band D - £76.27.

This Committee given the current climate recommend that Council retain as near to the current tax rate figure in place. This is in line with Committee annual 3-year projection of £123k. This would equate to a £10k increase and represent an 11p reduction. Proposed Cllr Earle Second Cllr Prescott - Members **APPROVED**

	Tax Base	Precept	Band D	Increase of
Current	1481.5	£ 113,000.00	£ 76.27	
2022-23	1615	£ 123,000.00	£ 76.16	£ 10,000.00

F2601/12 – To appoint Peter Frost Internal Auditor 2021 / 22 **APPROVED**

F2601/13 **Internal Controls:** To review the new Internal Controls (Version 1) following testing and recommend it to Council for adoption. **APPROVED**

F2601/14 **Committee Governance and Policy Review** (*cc'd in advance*) Committee to consider setting an additional meeting to review governance and regulations

- Governance Accountability Review
- Financial Regulations (*see file*)
- Implementation of additional Financial Controls

Clerk and Committee Refresher Training <https://wsalc.co.uk/training-%26-events>
To be considered at the next convenient meeting

F2601/15 To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. Such matters will be for noting only or deferral to a future meeting only.
NONE

F2601/16 Date of Next Meeting:

APPENDIX 1

27/01/2022

Slaugham Parish Council Current Year

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Nominal Ledger Report by ACCOUNT

User :SM

A/c Code	4411 Handcross Recreation				Annual Budget	500
Centre	401 Playing Fields					
<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Opening Balance				0.00		
06/04/2021	DD	Cashbook	Land Registry Handcross Hoad	18.00		
07/04/2021	DD	Cashbook	Materials Comm Centre HX	26.40		
07/04/2021	DD	Cashbook	Adjust 0704 Payment to inc 4p	0.03		
04/05/2021	DDR	Cashbook	Builders Fees Handcross Hall	4,659.40		
04/05/2021	BACS	Cashbook	Fire Service Halls HX Pavilion	63.95		
04/05/2021	BACS	Cashbook	Replacement Fencing Playground	4,520.00		
09/08/2021	BACS	Cashbook	Petanque Lease Agreement Revie	575.00		
13/08/2021	DD	Cashbook	Land Registry	6.00		
30/09/2021	BACS	Cashbook	TSM Ltd	2,991.00		
30/09/2021	BACS	Cashbook	Cleaning to inc new materials	127.96		
01/10/2021	BACS	Cashbook	Goal Post Removal	595.00		
09/11/2021	BACS	Cashbook	Grass Cutting Contract	4,516.00		
09/11/2021	56	Journal	Grass Cutting Contract		4,516.00	
12/01/2022	BACS	Cashbook	Installation of Benches HX Rec	117.50		
Account Handcross Recreation				Account Totals	18,216.24	4,516.00
Centre Playing Fields				Net Closing Balance	13,700.24	