

# SLAUGHAM PARISH COUNCIL



## Finance & Policy Meeting MINUTES

Wednesday 18<sup>th</sup> January 2023 at 6.00pm The Sports Pavilion, High Street, Handcross

Sally Mclean - Clerk to the Council Email [clerk@sloughampc.co.uk](mailto:clerk@sloughampc.co.uk) Website: <http://www.sloughampc.co.uk>

Press and Public are welcome to attend - Public attendance at Parish Council meetings - The Parish Council is an open and transparent local authority and encourages public attendance at meetings. However, the Council is maintaining COVID precautions. You should not attend a meeting in person if: -

- you have coronavirus symptoms: a high temperature, loss or change to sense of smell or taste, a new continuous cough.
- if you have tested positive for COVID-19 or are waiting for a test result.

Keeping us all safe: When you attend the meeting, keep yourself and others safe by following the Government's guidance at all times.

**Present:** Cllr Michael Earle, Eric Prescott, Jane MacNaughton, David Dunn & Bob St George

1. Apologies for absence -To receive and accept apologies for absence - **None**
2. Declarations of Interest: To note any declarations of interest – **None**
3. Minutes of the meeting of Finance & Policy Committee 14<sup>th</sup> November 2022: To receive and adopt the minutes. APPROVED – To include narrative in relation to Knapes Field budget. The Clerk to add new code.
4. 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**
5. Matters arising from the Minutes – To note any matters arising from the minutes.
6. Financial Monitoring - Members to review the income and expenditure against budget 2022-23, to include reserves position.
  - 6.1. Ref: Detailed Income & Expenditure by Budget Heading
  - 6.2. Ref: Income and Expenditure Account
  - 6.3. Ref: Summary Income & Expenditure by Budget Heading
  - 6.4. Ref: Trial Balance/Balance Sheet
  - 6.5. Ref: Bank Reconciliation Statement/s

RESOLVED - The Committee APPROVED the Parish Council financial monitoring from 1<sup>st</sup> April to 16<sup>th</sup> January 2023. Proposed Cllr Dunn second Cllr Prescott

7. Report Expenditure Differences – The committee is asked to consider variances against budget 2022/23 and approve:

Center #	Sector	Budget	Spend	Notes
4100	Salaries	50,000	52,672	Backdated Staff Pay Increase Payments 2019 / 2020
4130	Insurance	5,000.00	5,022	Increase Asset
4133	Postage	200.00	200	No spend
4138	Tel/Broadband	800.00	616	Increase
4144	Misc Expenses	50.00	223	Hardware Store
4300	Bus Shelters	200.00	0	No spend
4401	Handcross Playground	400.00	5566	Replacement Fencing
4411	Handcross Recreation	1,000.00	5,405	New Barrier
4412	Ground Rent MaC (revised code) Previously Finches Field	£0	64	Fire Inspection erroneous transfer
4413	Parish Assets	1,000.00	0	No spend
4414	FF C. Centre	500.00	3,528	Power Failure New Defib inc Install
4415	Slaugham Playground	150	1565	Fencing Replacement
4416	Pav. Refund	500.00	0	No spend
4417	Donations	500.00	0	Not yet claimed
4500	Energy Charges UMS	3,750.00	3502.21	Increase
4610	NHP	1,500.00	5404	NHP Review St Martin Allocation

RESOLVED - The Committee APPROVED the Parish Council financial monitoring from 1<sup>st</sup> April to 16<sup>th</sup> January 2023. Proposed Cllr Earle second Cllr ManNaughton

8. To approve Bank Reconciliations for November / December 2022
  - 8.1. Bank Reconciliation November 2022 - December 2022 Proposed Cllr Earle, Second Cllr Prescott APPROVED

9. To review and approve the current year to date budget and expenditure for 2022 – 23 – APPROVED

10. Budget Review –To consider the year 2023/24 budget

10.1. Review the latest budget position to note the following areas identified under review. – Proposed Cllr Earle, Cllr St George APPROVED

Center #	Sector	Current Budget	Proposed Budget	Difference
4100	Salaries	£ 50,000.00	£ 52,500.00	£ 2,500.00
4130	Insurance	£ 5,000.00	£ 5,100.00	£ 100.00
4133	Postage	£ 200.00	£ 50.00	-£ 150.00
4138	Tel/Broadband	£ 800.00	£ 1,000.00	£ 200.00
4144	Misc Expenses	£ 50.00	£ 100.00	£ 50.00
4300	Bus Shelters	£ 200.00	£ 500.00	£ 300.00
4401	HX Playground	£ 400.00	£ 1,000.00	£ 600.00
4411	HX rec	£ 1,000.00	£ 400.00	-£ 600.00
4412	Ground Rent MaC (revised code)	£ -	£ 350.00	£ 350.00
4413	Parish Assets	£ 1,000.00	£ 500.00	-£ 500.00
4414	FF C. Centre	£ 500.00	£ 2,500.00	£ 2,000.00
4416	Pav. Refund	£ 500.00	£ 250.00	-£ 250.00
4417	Donations	£ 500.00	£ 1,000.00	£ 500.00
4500	Energy Charges	£ 3,750.00	£ 5,000.00	£ 1,250.00
4610	NHP	£ 1,500.00	£ 8,150.00	£ 6,650.00
			<b>Difference</b>	<b>£ 13,000.00</b>

10.2. To consider the reserves APPROVED

10.3. To consider the budget forecast for 2023/24 and resolve to agree the final precept figure for approval at Full Council on the 26<sup>th</sup> January 2023 based on review. The Committee recommend an increase of £13k to the overall Precept to £136000k This will mark a small increase of £0.18 pence from £76.16 Band D property to £76.34 APPROVED Cllr Earle, Cllr Prescott RESOLVED

11. 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.

11.1. The Clerk to make the following alterations to RBS to aid correct monitoring. These are minor modifications to the text for the cost centres.

4300 Bus Shelter Repairs/New	Bus Shelter Repairs
4401 Playground	Handcross Playground
4408 Village Greens	Village Green Slaugham
4409 Playing Fields Maintenance	Playing Fields Mac Hall
4410 Playing Fields - Other	Playing Fields HX Maint
4412 Finches Field	Finches Field Ground Rent

12. Matters that members wish to raise for future discussion.

12.1. Future resourcing considerations for the Council's facilities.

13. Date of Next Meeting: March 2023 Date TBC AGAR Year End Accounts Review

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