

SLAUGHAM PARISH COUNCIL

FINANCE & POLICY COMMITTEE MEETING MINUTES

14th December 2020 at 7.00pm Virtual

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETINGS

This meeting is being held via the provisions made under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 which allows local authorities to conduct meetings remotely
Sally Mclean – Clerk to the Council Email clerk@slaughampc.co.uk Website: <http://www.slaughampc.co.uk>

Present: Cllr Michael Earle, Andrew MacNaughton, Eric Prescott, Bob St George, Pete Clark

Others Present : Cllrs Lesley Read, Lorette Holborn

F12/01 Apologies for absence – None

F12/02 Declarations of Interest: Cllr Pete Clark F12/06/2 Fencing quote

F12/03 Minutes of the meeting of Finance & Policy Committee 15th October 2020
To receive and adopt the minutes. **Matters arising from the Minutes –** To note any matters arising from the minutes. **APPROVED** Cllr Earle, Clark

F12/04 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 Present**

F12/05 Financial Monitoring Review Income / Expenditure Review 2020/21: To note the account records in accordance with the Financial Regulations of the Parish Council, as follows: The Committee is asked to review the income and expenditure against budget 2020/21 to include reserves position and to consider and approve other financially related matters if necessary cc'd in advance

- (a) *Ref: Detailed Income & Expenditure by Budget Heading*
- (b) *Ref: Income and Expenditure Account for Year Ended*
- (c) *Ref: Summary Income & Expenditure by Budget Heading*
- (d) *Ref Balance Sheet as at 31st March 2020*
- (e) *Ref Trial Balance as at 31st March 2020*
- (f) *Receipts 010420 – 121220*
- (g) *Annual Budget By Cost Centre*

The Committee reviewed the I&E in accordance with the financial monitoring procedures. There were no significant adjustments made see Appendix 1 below

F12/06 Projects 2021/22: The Committee is asked to review expenditure in relation to projects coming forward against budget 2020/21 *to include S106 position*

- 1) Public Toilets – Refurbishment - *S106 enhancement funds/golf house monies allocation see item F12/07 - Committee are awaiting design build costs for refurb from the Recreation Committee managing the project*
- 2) Fencing Playground / Petanque - *S106 The Clerk to investigate any potential funding and gather quotes*
- 3) COVID related requirements PPCC and HX Sports Pavilion – *The Clerk has applied for COVID relief funding for circa £2k for COVID related equipment*
- 4) St Dunstan's Land purchase to include legal fees – *Valuation / Budget ground clearance – The Clerk has applied to the AONB Lund Fund towards clearance the site is overrun with self-seeding shrub trees etc. Work required to reclaim access for agricultural equipment etc the Clerk to obtain guessimate for clearance work locally as a guide. The surveyor has visited the site Council awaiting confirmation of the valuation.*

- F12/06A Contract Review – Members to consider current and new contracts**
- 1) Grasstex Grass Cutting Contract – Schedule of works Review – The Clerk to update the schedule to include Slaugham Playground – Contract review October 2021
 - 2) Tree Surgery / Ground Clearance – Review Budget / Common Land works coming forward 2021 – To be considered once license in place, boundary formalised, there is no work required at this time
 - 3) Electrical / Alarm/ Fire Alarm Maintenance Agreements for Parish facilities – Maple Electrics approved provider for first year - Review October 2021
 - 4) Playground Inspections – The Clerk to schedule 1 Annual and 2 Operational visits for each Playground per year at £400 exc VAT not 8 as quoted £800.
- F12/07 S106 Project Review 2020/21:** The Committee is asked to review developer contributions in relation to projects coming forward not covered in F12/06 / 2020/21 Additional S106 released since the last meeting held for future consideration: Golf House, Horsham Road, Pease Pottage (DM/18/3515 – PL13-002339). Please be advised the following contributions have been received:-
- £25,096.66 – for pitch drainage at Finches Field
 - £5,483.72 – kickabout at Pease Pottage Play Ground
 - £19,350.80 – play equipment at Pease Pottage Playground
 - £10,901.90 – improvements to community buildings at Finches Field
 - £14,069.74 – on refurbishment of public conveniences at Handcross rec and/or additional parking at St Mary's Church, Slaugham.
- F12/08 Salary Review Brian Funnell / Brenda Rowe:** Members to consider salary review – 1st April 2021
National Living Wage was estimated to be around £10 has now been reduced to around £9 per hour –
Litter Pickers Ms B Rowe and Mr B Funnell
Ms B Rowe request to reduce hours from 9.5 – 5 per week APPROVED – Committee to monitor litter and re-evaluate as and when required
Mr B Funnell remains unchanged at 2.5 hours pw
The Committee agree an increase for both Ms B Rowe and Mr B Funnell to £9.50per hour, which is just above the NLW of £8.91 (*up 2.2 from GBP 8.72*)
- F12/09 Parish 2021/22 Tax Base Information / Precept Request –** Members using the relevant information to consider precept position using future projects considered and current position see *F12/10 see briefing note* .
- Based on the tax base, there has been an increase of 115. In the table below I have shown the Band D tax cost per a property for the current precept and also for Commitee propose the precept increase is of £8,000.00, to bring it to £113,000.00. This should show as a small decrease.**
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|-------|--------------|----------|----------|---------|
| 20/21 | £ 105,000.00 | 1,366.40 | Slaugham | £ 76.84 |
| 21/22 | £ 113,000.00 | 1,481.50 | Slaugham | £ 76.27 |
- F12/10 Proposed Budget 2021/22:** To consider the Briefing Note and proposed Council budget for 1st April 2021 to 31st March 2022 for recommendation to Council in advance of the meeting scheduled for the 28th January 2020. .
- F12/11 Precept Recommendation 2021/22:** The Committee is to recommend Precept for 2021/22 in line with planned expenditure against budget 12/06 12/06A 12/08 12/09:
- The Committee APPROVED Precept £113,000 for 2021/22**

F12/12 **External Audit 2019/2020: To APPROVE the completed AGAR.** To note the signed 'External Auditor Report and Certificate 2019/2020' to enable the Parish Council to comply with Councils statutory publication requirements by 30 November 2020.
External Auditor Comments noted - **APPROVED**

F12/13 **Finance Matters Payments and receipts** The Committee is asked to RESOLVE to approve: Bank Reconciliation for month October / November 2020 Approval in line with scheme delegation carried over from FC 26th November 2020 meeting held as *per minute reference 9.(Ref: Bank Payment Analysis October 2020 attached)*
RECOMMENDATION: The Committee approves the schedule of payments for November 2020 **APPROVED**

F12/14 **Matters that members wish to raise for future discussion**

Date of Next Meeting:

Protocol for filming and recording at public meetings: The Council has a protocol for public filming, recording and photography at its meetings, which is available on the Council's website or on request from the Parish Office.