



Scheme of Delegation Consultation in the format of a Finance Committee Meeting Minutes for Tuesday 13 July 2021

Via Zoom delayed start to 2pm

Apologies received from Cllr Booth for a delayed start to 1:45pm due to over running meetings prior and a further 15-minute delay for the member of the public's response to whether they were recording the meeting.

Cllr Booth read out the following statement:

"This meeting is convened under the Scheme of Delegation approved at the council meeting 4 May 2021 due to the restriction on virtual meetings post 7 May 2021.

As a consultation meeting, the Proper Officer has confirmed the format will follow that of a committee meeting and will be chaired by me, Robin Booth.

Due to this not being a committee meeting, there will be no resolutions made, however votes will be requested to inform the Proper Officer of the opinions of those present.

The standing orders of council will be followed to ensure due process is in place for the meeting and all committee members, as council representatives, remain bound by the adopted Code of Conduct.

For openness and transparency, these consultations are open to members of the public, and questions or comments will be accepted only at the invitation of the Chairman."

FC 9 / 21 Attendance and apologies

Attendance: Cllr Booth (Chairman), Cllr Buxton, Cllr Evans, Cllr Pike

In Attendance: R Davies (Clerk and RFO)

There was one member of the public in attendance who confirmed they were recording the meeting. Their details are recorded in line with the council's GDPRs.

There were no declarations of interest for items on the agenda.

FC 10 / 21 To review minutes of the meeting 8 June 2021.

DELEGATED DECISION: The minutes of the meeting 8 June 2021 were approved with the date amended to the 8 June and under FC6/21 add "audit" to the sentence for clarity.

ACTIONS ARISING FROM AND CARRY FORWARD ACTIONS:

FC60 / 2020 action for the Financial Regulations has commenced with Cllr Booth and the Clerk / RFO reviewing and will be ready for the next Finance Committee meeting.

FC62 / 2020 submission of AGAR – Cllr Pike's suggestion of a review process should be brought forward as a proposal if that is what she wishes to see and sent to the Clerk in the first instance,

The claim for the COVID loss of earnings is still progressing with Hiscox.

CLlr Pike raised the point of the risk of funds in one account as pointed out by the Internal Auditor. CLlr Booth agreed and welcomed suggestions back to the committee for the next meeting.

FC 11 / 21 Public Adjournment

There were no questions submitted prior to the meeting and none at the meeting. The Chairman therefore moved to the next agenda item.

FC 12 / 21 Council Finance reports

The committee received the council budget and council detail reports to the end of June 2021 as presented by the RFO. The following budget line items were highlighted by the RFO for 25% of YTD:

- 4026/101 Subscriptions are now paid for NALC and SLCC
- 4063/101 Internal Auditor fees are paid for the year end audit with the second due in November 2021
- 4064/101 Legal and Professional Fees show £1,055 with another £410 due to be paid in July.
- 4033/102 Parish Newsletter is £576 vs £1,300 due to double page news items for the start of the year – precept, Chairman’s newsletter etc.
- 1011/202 Rent for the field is showing £0 however negotiations are taking place for 2 fitness activities to come to the park – Be Military Fit and Virago Fitness which potentially brings revenues above the £1,000 budget.
- 4012/202 Water Rates are now being reviewed by Affinity Water.
- 1021/205 Tennis Court Membership currently sits at £1,710 YTD with annual renewals due 1 September 2021.
- 1023/205 Tennis Court Coaching is £3194 against a £8,500 budget.

It needs to be noted that the higher the memberships and higher the coaching incomes, the potential impact on Pay and Play revenues as the court availability may dip.

- 1010/207 Rent Received for the Community room totals £4,980 with a further £720 known for July against a budget of £10,000.

NOTE: the insurance claim is still ongoing for loss of earnings for 2020 / 2021

- 1014/207 Rent Received for the flat will be below the agreed budget due to the vacancy in the role of Park Keeper.
- 4041/207 Property Maintenance budget of £2,000 is under pressure due to the expected costs associated with rectifying a water issue with the flat. This is long standing and needs to be fixed.
- 1040/303 Bloom basket income is proportionally higher as this is the summer basket and always has a higher uptake.
- 4039/303 Summer is a higher cost as the council puts lamp post baskets up.
- 4905/901 Showing £3,677 v’s budget of £3,000 however this is split as £2,000 ANPR from CIL EMR and £1,677 Chobham Road benches deposit from S106 Community Facilities. Therefore, there is no actual expenditure against budget spent to date.

The RFO requested the committee confirm:

The summer operation of the Chalet should be treated as a separate cost centre to keep income and expenditure itemised.

DELEGATED DECISION: The committee confirmed this would be sensible to create a new cost centre.

FC 13 / 21 AGAR Actions

The RFO confirmed these had all taken place and the relevant forms were now displayed on the council website.

FC 14 / 21 Scheme of Delegation Decisions and Council resolutions with financial implications

The committee reviewed the library service as approved at the council meeting 22 June 2021 and the action to confirm the budget / cost centre management of the in-year funds to deliver this. The anticipated total of cross charge from RBWM for the librarians is £6,000 for 2021 2022 .

CLlr Pike questioned if this could be spent from CIL.

The RFO confirmed this was being investigated but it was not an obvious CIL applicable expenditure. This investigation would continue to provide a definitive answer prior to the start of the cross charge which is anticipated to be no earlier than October 2021.

RBWM will be preparing a Service Level Agreement for the council prior to commencement.

DELEGATED DECISION: The committee confirmed the library service would require a new cost centre and would run as a negative line item to be funded FROM the General Reserve.

The committee noted the Scheme of Delegation decision to operate the Chalet during the summer and as above agreed its financial management.

The committee noted the Scheme of Delegation decision to purchase the Stihl Long Reach Trimmer for the work required at the Allotment, and both Cemeteries the council maintains.

FC 15 / 21 Financial Regulation

This item was carried forward to the next meeting due to the regulations still being reviewed.

FC 16 / 21 Dates of the upcoming meetings

The dates of the year's meetings were reviewed, and the following were allocated for specific purposes:

12 October 2021 – Budget Assumptions and Council Charge Schedule for 2022 2023 to be brought to council 26 October 2021

9 November 2021 – Draft Budget for 2022 2023 to be brought to council 23 November 2021

11 January 2022 – Final Budget for 2022 2023 and Council Risk Register review to be brought to council 18 January 2022

The next meeting was confirmed 14 September at 1:30pm. This is to be confirmed if it is face to face or via zoom.

The meeting closed at 3:10 pm.