



Finance Committee Meeting Minutes for Tuesday 19 September 2023

FC 11 / 23 Attendance and apologies.

Attendance: Cllr Pike (Chairman); Cllr Evans; Cllr Morgan; Cllr Newman

Apologies: Cllr Hilton

In Attendance: R Davies (Clerk and RFO).

There were no members of the public present.

There were no declarations of interest for items on the agenda in accordance with the Code of Conduct.

FC 12 / 23 To elect a Vice-Chairman of the Committee

The Chairman invited nominations for the role of Vice-Chairman of the committee. Cllr Newman nominated Cllr Morgan. As there were no further nominations the Chairman called for a vote.

RESOLVED: That Cllr Morgan be appointed as the Vice-Chairman of the Finance Committee.

FC 13 / 23 To review minutes of the meeting 3 August 2023

RESOLVED: That the minutes of the meeting 3 August 2023 were approved.

Cllr Evans requested to see a copy of the training provided to the committee as referred to in FC 5 / 23.

FC 14 / 23 Public Adjournment.

There were no members of the public present, no questions submitted and no questions from previous meetings to address.

FC 15 / 23 Business from previous meetings.

Item not included in Agenda

The Chairman raised the Investment Strategy of the council and the options previously resolved to be pursued by the council. The committee requested additional information on the previous option provided by CCLA.

ACTION: That the RFO sends previous investment information to the committee prior to the next meeting and requests a presentation from CCLA.

FC 15 / 23 / 1 The committee received an update from the clerk on the proposed accounting software upgrade and migration and noted that this was a considerable uplift in the fees versus the current provision. The current licence is single at circa £177 per annum, the proposed software will be for 5 users, cloud based and after initial costs will be circa £1000 per annum, which equates to £200 per user.

The RFO confirmed this was not in the council budget for 2023 2024, however would be brought to committee at the point of setting the budget for 2024 2025.

ACTION: The Chairman requested a demonstration of the accounting software for the committee. The RFO confirmed this would be provided if possible.

FC 16 / 23 To receive questions from committee members

Cllr Morgan requested an update on the Bank Mandate.

The RFO confirmed that this was being discussed with external parties and that this would be brought back to the council as per the Financial Regulations section 5 and 5.1

FC 17 / 23 Council budget reports

The RFO presented and reviewed with the committee the budget report to the 31 August 2023 with the committee and the budget dialogue report for additional information.

4024 101 IT Costs

Expenditure more than last year, is for the office 365 migration and the transfer under 6000 for the use of funds reserved from 2022 2023

Funds are provided for the proposal of councillor migration and will remain in the budget if this proposal does not proceed

4211 102 Election Expenses totalling £12,598.73 was the estimate, no invoices have been received

1011 202 BMF left after 2 years to be replaced by Playball

4046 202 Vehicle repairs, there will be a request for a replacement of the van within the budget allocation

4004 / 4006 Grounds cover, other cover from last year is no longer. This was the grounds maintenance and contract costs now included in the cost of salary.

203 Cemetery is showing a significant increase due to St Michael's being full. Their number of burials per year is the same level as ours. A comparison of RBWM residents costs show they are still higher than the out of area charges for Kiln Lane.

The RFO confirmed that the reserve action for the cemetery is what is received as income under 1033 Grant of Rights Cremations to burial split is around 50/50 which has increased the capacity of burials, along with revised measuring of the cemetery has confirmed that the cemetery estimate of completion remains in 2050 plus.

204 Allotments rents are due 1 March. Re-rentals are charged at the point of entry, if it's out of growing season rent is charged, but not charged again in the new rent round.

Cllr Newman confirmed consideration is being made for deposits for returning allotments in good order.

4042 204 Grounds maintenance is for grass cutting

4020 204 Miscellaneous is made of £560 spent from EMR for plot markers and £150 is used for the William Pack Cup

4001 204 Costs are for wages not external contractors

205 Tennis

1012 205 Usually see this increasing, however we have an issue that Handelsbanken do not receive cash into the post office. Going forward this will be part of the online booking system once the courts are refurbished.

1021 205 Season Ticket / Membership will come in for the new pro rata membership commencing when they are opened after the refurb.

Cllr Morgan asked if the electricity that is split comes from multiple meters or is split from one supply.

The RFO confirmed the flat is private, the pavilion has a separate supply and meter for the chalet, the tennis is separate as would be the MUGA. Also, the Facilities Officer is following recommendations from an Eco Consultant to investigate solar heating and panels.

207 Facilities electricity expenditure is high, but it the income gained from the chalet off sets. Rent for the Chalet will be down for a month for 2023 2024 as it is expected to be empty during October giving an income of £2200 for budget year 2023 2024

208 Clock maintenance is booked for 20 September

301 Village Hall service income will be paid before the end of September

Cllr Pike pre-asked about the Outreach and Library services. The RFO confirmed that a process is in hand to provide an update to council on these services.

307 MUGA was permitted with 9 conditions and the RFO is currently confirming the additional costs that will be required to fulfil these conditions and will bring back to council a full breakdown financially and the ultimate cost of the project for a decision.

309 Woodland

ACTION: The RFO will review the £88 allocated to the Woodland Walk and journal if required.

FC 18 / 23 To receive the approved AGAR 2022 2023

The committee noted that the AGAR was approved and now on the website.

FC 19 / 23 To receive property maintenance expenditure from EMR

The committee considered the quotations for the repair of the shower in the flat. The committee reviewed the two quotations.

RESOLVED: That the RFO can spend £1,340 from Property EMR with a balance of £62,066.

FC 20 / 23 Information Sharing.

The RFO confirmed that the council insurance renewal with AVIVA has renewed on a 3-year deal on a year-on-year uplift of £270 from 2022 2023.

The RFO updated the committee that the council insurance which would provide cover under public liability for the proposed Christmas Event is not guaranteed, it will need to be applied for with the risk and safety documentation and may include an additional charge.

The RFO confirmed the next meeting will be the budget setting process. The Chairman requested the actual expenditure against each line item for the last 3 years.

FC 21 / 23 Dates of the upcoming meetings.

The next meeting was confirmed Tuesday as 10 October 2023

The meeting closed at 15:40 pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____