



Goostrey Parish Council

FINANCE COMMITTEE MEETING

MINUTES of the MEETING on TUESDAY 13th OCTOBER 2020, at 7.30pm via VIDEO CONFERENCE

Present: Cllrs Morgan (PM)(Chairman), Sulej (JS)(Vice-Chairman), Morris (KM), O'Donoghue (IO'D) and Rathbone (TR)

In Attendance: S Jones, Clerk to the Council

1. **Declaration of Interests** – There were no declarations of interest made.
2. **Apologies for absence** – Apologies for absence were received from Cllr Lord.
3. **Minutes of meeting of 7th July 2020** - The Chairman suggested that as the date of the October meeting was changed from 6th to 13th October the minutes should be changed reflect this. **Resolved:** *The minutes of the Meeting of 7th July were accepted as a true record of the meeting with the amendments suggested.*
4. **Actions from the Meeting of 7th July 2020**
 - a. **Budget Review**
 - Clerk to set out a timetable for the Budget Meetings for Committees starting at the end of September with a view to the budget being presented to the Council at the November meeting. Guidance for Committee Chairs for Budgets for 2021/22. **Completed**
 - Clerk to arrange for Committees to review their planned expenditure for the current year to see if there are items that can be removed or delayed until we are in a better financial position. Core expenditure to be identified. **Completed**
 - Clerk to request TWM inspect the SDU on Booth Bed Lane and establish if it can be repaired and if so, how much would it cost. **Completed:** *The unit has been inspected and it cannot be repaired as the parts are no longer available.*
 - Clerk to estimate the Recharge for 2020/21. Unable to complete at this time, other than there should be no charge for Business Rates. **Action:** Clerk to ask the School for copies of any invoices sent to CEC for the recharge for 2020/21 so that we can estimate as we progress through the year. Clerk to ask CEC for the Electricity and Oil invoice summaries and to also ask the School again for these.
 - b. Clerk to request information on how the Bankline audit report works as there does not appear to be any transaction numbers on it, making it difficult to reconcile the transactions. **Action:** Clerk to progress this with Nat West.
5. **Financial position vs. budget for the period from 1st April to 30th September 2020** – **Resolved:** *The Finance Committee resolved to accept the report of the Financial position vs Budget for the period from 1st April 2020 to 30th September 2020.*

Action: Clerk to purchase COVID suppliers ie sanitizer dispensers, hand sanitizer, PPE before the end of 2020 (see list attached).
6. **Draft Unaudited Accounts for the period from 1st April to 30th September 2020** - **Resolved:** *The Finance Committee resolved to accept the report of the Unaudited Accounts for the period from 1st April 2020 to 30th September 2020.*
7. **Budget 2021/22** – To review the proposed budgets from the council's committees and to formulate a budget to put forward to the Council at the meeting on 24th November at the latest.

Because of COVID 19 and its implications the committee felt it was important not to raise the cost of the precept to residents. The draft budget was discussed in detail a number of items were updated including the income from the Village Hall, which had been estimated on the draft budget at £17,000. The Finance Committee felt that a figure of £10,000 was more realistic. Given the reduction in income the amount of staff costs for the Village Hall were reduced accordingly and are detailed on the revised draft budget attached. The committee agreed that in these unprecedented times, any shortfall in income from the Village Hall should be covered using General Reserves.

Resolved: *The Finance Committee resolved to accept the revised draft budget for the period from 1st April 2021 to 31st March 2021 subject to the amendments made at the Finance Committee Meeting on 13th October 2020.*

A copy of the revised budget is attached.

Actions:

- Clerk to arrange for new window stays so that Parish Office window can be opened wide if necessary, to be actioned by end of November 2020.
 - Village Hall Management Committee to look at the use of the loft area and replacement of the loft ladder.
 - The election fee is now part of the 1 year's precept amount in General Reserves and will no longer be itemised separately.
 - Add a line for Village Gates project into the ear marked reserves listing. Awaiting a figure.
 - PM to contact the VHMC Chairman to explain the reason for the changes made to the VHMC budget proposal for 2021/22.
- 8. Assets** – To review the format of the asset register and to carry out an audit of the assets on the register. Cllr Morgan will start to locate the assets on the register and will report back to the committee in January 2021. Plans to update the register with categories of assets will be discussed at the Finance meeting in January 2021.
- 9. Emergency Procedure** – To review the current status of the Emergency Procedure. The Clerk indicated that about 70% of the tasks had been documented and the document circulated to Councillors. She estimated that the document would be complete by mid-November, and asked Councillors to let her know if they felt there were any additional topics to be covered. **Action:** The Clerk will circulate the finished document to the members of the Committee and arrangements for the testing of the documentation will then be made.
- 10. Risk Register** - To review the Risk Register. Cllr Morris highlighted the following item in the Risk Register for discussion:
- 5.11. “Key working procedures to be identified and documentation written or updated”.
This is to cover the risk that the Clerk becomes unavailable for any reason.
Action: Refer to the action in Item 9. Emergency Procedure.
- 9.1.(d) “Review salaries annually in line with responsibilities – KM suggested that the NALC recommended pay increase to the Clerk’s Salary could be discussed in a Part II at the October Parish Council Meeting. **Action:** Clerk to confirm the proposed increase to the hourly rate and any backdated salary and forward to the Chairman. Clerk to add a Staff Matters item to the Part II of the October Parish Council Meeting.
- (e) “Performance Reviews to be carried out at least annually”.
KM highlighted that it would be difficult to carry out a performance review until a face to face meeting could be arranged. **Action:** Clerk to ask the Staff Committee should decide who will carry out the review and when it should take place, ensuring it was in line with social distancing guidelines.
15. “Unexpected disruption to village hall facilities”. KM indicated that the Council needs to ensure that the risk of financial loss is minimised in the current virus situation. As the committee has agreed in

the Budget for 2021/22 to cover any shortfall in the Village Hall income from General Reserves.

Action: Clerk to check insurance cover.

11. **VHPFF Donation for New Bowling Pavilion** – To consider requesting an update on the status of the project from the VHPFF in March 2021. **Resolved:** *The Finance Committee resolved to recommend to the Parish Council that the Chairman of the VHPFF to make a report to the March Parish Council meeting regarding the Plan for the New Pavilion.*

Action: Clerk to add a motion to the agenda of the October Parish Council meeting to write to the Chairman of the VHPFF requesting the status of the New Bowling Pavilion project be reported to the March 2021 Parish Council Meeting.

12. **Minor Items and Items for the Next Agenda** – There were no items raised which have not been actioned in other items.

13. **Next meeting – 17th November 2020 to review the Budget for 2021/22.**

14. **Close meeting** – The meeting closed at 21:30.