



# Goostrey Parish Council

## FINANCE COMMITTEE MEETING

MINUTES of the MEETING on TUESDAY 17<sup>th</sup> NOVEMBER 2020, at 7.30pm  
via VIDEO CONFERENCE

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

**In Attendance:** S Jones, Clerk to the Council

- 1. Declaration of Interests** - Cllr Rathbone declared an interest in ITEM 7 Village Hall Supervisor, as he is a member of the executive committee for the village organisation concerned.
- 2. Apologies for absence** – There were no apologies for absence.
- 3. Minutes of meeting of 13th October 2020 – Resolved:** *The minutes of the meeting of 13<sup>th</sup> October were accepted as a true record of the meeting.*
- 4. Actions from the Meeting of 13th October 2020** – Report on the actions from the last meeting was noted (see Appendix).

- 5. 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 24<sup>th</sup> November at the latest. As agreed at the Finance Meeting on 13<sup>th</sup> October 2020, it was noted that the Parish Council would need to cover the £6,928.55 deficit between income and expenditure from reserves for the year 2021/22.

**Resolved:** *The Finance Committee resolved to accept the budget of £62,680.55 as laid out in the 3-year budget report (see Appendix).*

PM reported that the information from Cheshire East regarding the Tax Base for 2021/22 indicated that keeping the precept at £44,012 (the same as 2020/21) would result in a reduction in the Council Tax rate for a Band D property. To keep the Council Tax rate, the same for residents the precept would need to be raised to £44,337.

**Resolved:** *The Finance Committee resolved to increase the precept to £44,337 for 2021/22, which would keep the Council Tax rate for a Band D property the same as 2020/21.*

**Action:** Clerk to add an item to the Agenda for the Parish Council meeting on 24<sup>th</sup> November to consider approval of the Budget for 2021/22 and the Precept Amount for 2021/22.

- 6. External Auditor Query** – The External Auditor has queried the amount of funds we have in reserves and has requested a breakdown. The response is due by 20<sup>th</sup> November 2020 (see Appendix)

**Resolved:** *The Finance Committee resolved to approve the draft explanation of funds held in reserves to be sent to the External Auditor.*

**Action:** Clerk to send the response to the External Auditor before 20<sup>th</sup> November 2020.

- 7. Village Hall Supervisor** – To consider the VHMC proposal share the Supervisor with another village organisation.

The Village Hall Management Committee had been approached by a village organisation to “share” the role of Village Hall Supervisor. A meeting with the third party had taken place and after that

meeting the VHMC (at the meeting on 3<sup>rd</sup> November 2020) made the decision to propose to the Parish Council that a decision in principle to proceed is made. However, to ensure that the proposal did not pose any financial liabilities to the council, the VHMC resolved to put the proposal to the Finance Committee before taking it to the Parish Council.

The Finance Committee considered the benefits and disadvantages of the proposal and came to the conclusion that at the current time the proposal could not be taken forward as there is no incumbent and recruitment is unlikely to take place until the Village Hall re-opens. On re-opening the focus and priority for the council must be to ensure the Village Hall is run according to according to any COVID-19 Government Guidelines in place at that time and according to our own standards (cleaning regime, risk assessments, procedures etc) and it would be ill advised to send a new and inexperienced employee to a different premises without them first completing full training and a probationary period in the Village Hall role.

The Finance Committee did not rule out re-considering the proposal once the Village Hall is open and the new Supervisor has satisfactorily completed their probationary period.

**Resolved:** *The Finance Committee resolved that not to approve the VHMC proposal to “share” the role of Village Hall Supervisor.*

**Action:** Cllr Morgan to inform the Chairman of the VHMC of the Finance Committee’s decision.

- 7. LED Lighting in the Car Park** – To consider sending a letter of thanks to the School for obtaining a funding bid to convert the existing lighting to LED.

**Resolved:** The Finance Committee resolved to send a letter of thanks to the School for organising a funding bid to pay for the LED upgrade to the lighting in the Village Hall/School car park.

**8. Minor Items and Items for the Next Agenda**

- i. **S106 Monies for the Booth Bed Lane Play Area** – As the amount of funding has been confirmed by ANSA and is now available to be spent. The council needs consider the following items:
  - a. **Who will contact Ansa to request they start up the project?** There is a time limit for spending the S106 funding, therefore, the project needs to proceed as quickly as possible.

**Actions:**

    - PM to contact ANSA to find out how to start the project and find out how we utilise revenue funds for maintenance of the existing equipment.
    - Clerk and PM to investigate additional funding streams.
    - PM to feedback to the Amenities Committee before actioning item b.
  - b. **Who will contact the residents currently working on the project the way forward?**

**Action:** PM and the Clerk to contact the people involved with the project to find out how far they have progressed with ideas for spending the funds.
  - c. **Who will be the lead for the PC for interactions with ANSA?** It was suggested that the Amenities Committee should be the lead for the project and that any contact or correspondence from ANSA and other stakeholders, should be directed to the Clerk.
- ii. **Items for the next Agenda** – There will be an item on Assets on the January 2021 agenda.

- 9. Next meeting** – 19<sup>th</sup> January 2020

- 10. Close meeting** – The meeting was closed at 20:15

## APPENDIX

### ITEM 4 – Actions from the Meeting of 13<sup>th</sup> October 2020

- i. 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 - **Completed. Copy invoices to be provided by 13<sup>th</sup> November 2020. Received on 16<sup>th</sup> November 2020.**
- ii. 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.
- iii. **Action:** Clerk to purchase COVID supplies ie sanitizer dispensers, hand sanitizer, PPE before the end of 2020. **In progress.**
- iv. **Budget 2021/22 Actions**
  - a. 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 – **Obtaining Quote**
  - b. Village Hall Management Committee to look at the use of the loft area and replacement of the loft ladder – **Under Review**
  - c. The election fee is now part of the 1 year’s precept amount in General Reserves and will no longer be itemised separately - **Completed**
  - d. Add a line for Village Gates project into the ear marked reserves listing. **The item has been added but we are awaiting a figure.**
  - e. PM to contact the VHMC Chairman to explain the reason for the changes made to the VHMC budget proposal for 2021/22 - **Completed**
- v. **Emergency procedure** – Clerk to complete the procedure by mid-November and circulate the finished document to the members of the Committee and arrangements for the testing of the documentation will then be made – **Work in progress.**
- vi. **Assets** – Cllr Morgan to report on audit of Assets at the January 2020 meeting.
- vii. 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 – **Completed.**
- viii. 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 - **Not completed due to lockdown**
- ix. Clerk to check insurance cover to see if there is any provision for “Unexpected disruption to village hall facilities” – **No reply from insurers yet. Further Action:** Clerk to seek further funding for business closure due to COVID-19.
- x. 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 – **Completed.**

**ITEM 5 – Budget for 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 24<sup>th</sup> November 2020 at the latest.

**INSERT 3-YEAR BUDGET IN PDF VERSION**

**ITEM 6 – External Auditor Query** – The External Auditor had queried the amount of funds we have in reserves and has requested a breakdown. The response is due by 20<sup>th</sup> November 2020.

| <b>GOOSTREY PARISH COUNCIL - RESERVES at 31st MARCH 2020</b> |   |            |                     |
|--|---|------------|---------------------|
| <b>Capital Reserves</b>                                      |   |            | £'000               |
|  | <b>Capital Reserve as at 31/03/20</b>   |            | <b>£60,867.00</b>   |
|  | <u>Earmarked Reserves</u>   |            |                     |
|  | Village Hall Projects   |            |                     |
|  | New Bar Servery   | £19,700.00 |                     |
|  | Replacement Office Windows  | £4,000.00  |                     |
|  | Loft Extension and Staircase  | £4,800.00  |                     |
|  | Village Projects  |            |                     |
|  | Contribution towards New Bowling Hut  | £10,000.00 |                     |
|  | Bench Replacement (Booth Bed Lane)  | £850.00    |                     |
|  | New Village Planters  | £5,000.00  |                     |
|  | <u>Total Earmarked Reserves</u>   |            | <u>£44,350.00</u>   |
|  | <b>Remaining Capital Reserve</b>  |            | <b>£16,517.00</b>   |
| <b>General Reserves</b>                                      |   |            |                     |
|  | <b>General Reserves as at 31/03/20</b>  |            | <b>£96,937.00 *</b> |
|  | Recommended Reserve of one year's expenditure **  |            | £63,012.00          |
|  | <u>Earmarked Reserves</u>   |            |                     |
|  | Village Hall Recharge 2019/20   | £2,767.00  |                     |
|  | Election Fee  | £7,000.00  |                     |
|  | Village Hall Floor Refurbishment  | £2,000.00  |                     |
|  | Village Hall Recharge 2020/21   | £13,000.00 |                     |
|  | New Speed Indicator Device purchase   | £3,000.00  |                     |
|  | <u>Total Earmarked Reserves</u>   |            | <u>£27,767.00</u>   |
|  | <b>Remaining General Reserve</b>  |            | <b>£6,158.00</b>    |
|  | *including Capital FX funds of £394.91  |            |                     |
|  | ** Equal to one year's precept (£44012) plus the annual income from the Village Hall (£19000) |            |                     |
| <b>Total Funds at 31/03/20</b>                               |   |            |                     |
|  | Remainder of budget for 2019/20   |            | £0.00               |
|  | Capital Reserves  |            | £60,867.00          |
|  | General Reserves  |            | <u>£96,937.00</u>   |
|  | <b>TOTAL</b>  |            | <b>£157,804.00</b>  |