



**MINUTES OF FINANCE COMMITTEE MEETING**  
**Monday 25<sup>th</sup> March 2024 – 7pm at Manor Hall red brick annex**

Present: Cllr Lean (Chair of F & GP), Cllr McCullough (Chair of PC), Cllr Goddard, Cllr Clark, Cllr Kelliher  
Finance Officer: S Simmons Parish Clerk: R Davis

- 423. Apologies for absence  
Received from Cllr Hill and Cllr Echegary
- 424. Declarations of Interest under the Localism Act 2011  
None
- 425. Pre-arranged items from members of public  
None
- 426. To CONSIDER/APPROVE comments on any Planning Applications (necessary due to deadline dates):  
None
- 427. Committee to APPROVE Minutes of F & GP Meeting held on 17<sup>th</sup> October 2023  
2022 changed to 2023 on all titles and in item 410 prior to this meeting.  
Minutes unanimously APPROVED and signed by the Chair
- 428. Committee to NOTE receipt of Bank reconciliation and statements October 2023 to end of Feb 2024  
NOTED as all received with no questions arising.
- 429. Committee to NOTE full list of payments for Oct 2023 to end of Feb 2024  
NOTED with no questions arising.
- 430. Committee to NOTE full list of receipts for Oct 2023 to end of Feb 2024  
NOTED with no questions arising.
- 431. Committee to NOTE details of external audit process (if available)  
To date no external audit instructions have been received from BDO LLP.
- 432. Committee to NOTE information on 2023/24 Receipts & Payments vs Budgets and forecasts and discuss/APPROVE any required decisions  
Members had received the full Net position report showing expenditure against budgets to date. The RFO went line by line through the current position of the expenditure and receipts with one week of this financial year left and the following comments were noted:  
**Minus figures (income not received or overspends)**
  - One month's Chalet rental is still due at end of March – this may be affected by the Easter weekend starting on 29<sup>th</sup> March and possibly run over into 24/25.
  - Subs/Publications/ over by £41.32 so small budget increase for next year
  - Audit fees – over by £134 due to BDO LLP taking over from PKF Littlejohn with higher charges
  - Bank charges –£134.40 (will rise to -£141.75 as March to be added) Only started during this year so not budgeted for.
  - New line item for next year's budget.
  - Bus inspections - £280 over Higher than expected. Next years budget increased.  
**Staff costs** – it was NOTED how accurate the estimate of full year staff costs was (salaries, pensions, NI).  
  
**MANOR HALL** - A question was asked regarding works at Manor Hall. In 23/24 they used all the £9406 budget plus an additional £2494 as a grant from the GPoC pot (money funded by the PC not the precept) to cover works completed. A budget of £10,000 has been included for 24/25. One large job due in 24/25 is updating the water supply.

- 433. Committee to discuss and APPROVE carry forward/earmarked amounts at end of 23/24 to go into 24/25  
The following balances were APPROVED to be carried forward to 24/25:  
Cllr expenses/training £177.75  
Advertising £500 PC adverts to encourage new PC members to be discussed at full meeting  
Election costs £1150

Page 1 of 2 Signed.....*[Signature]*..... Date.....*22/7/24*.....

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|                         |                                                                                       |
|-------------------------|---------------------------------------------------------------------------------------|
| Public seats            | £500                                                                                  |
| (repair/maintenance)    |                                                                                       |
| Tree Works              | £3025.92                                                                              |
| Bitterwell Chalet (r/m) | £7119.62 (this amount may change as it calculated from net rental after loan payment) |

**Community Benefit pots** (estimates of carry forward TBC at year end)

|                          |           |                                                                            |
|--------------------------|-----------|----------------------------------------------------------------------------|
| Says Court Solar Benefit | £2552.93  | This is greatly reduced due to outflow works at Bitterwell now fully paid. |
| CIL/S106                 | £46238.31 |                                                                            |
| LNAP (CIL)               | £4168.24  |                                                                            |
| BIN Project (CIL)        | £2451     |                                                                            |

It was also NOTED that the following amounts have been set aside and will now be spent on 24/25:

|                 |            |                                                                                                     |
|-----------------|------------|-----------------------------------------------------------------------------------------------------|
| From Says Court | £9600      | Holiday activity days                                                                               |
| From CIL        | £36,995.62 | £5066.62 Youth club (FCPC); Play equipment NF £24k, WPF £6k;<br>Bins £1329; Parisis path sign £600; |

Even when these pots are topped up the levels will be significantly lower than in recent years due to the high spends in 23/24. This is a positive as CIL has a 5 year rolling limit.

A new PC funded GPoC pot of £15000 will start on April 1<sup>st</sup>.

**Special note on Chalet render problem.**

The render issues will now have to go out to contractors due to Tingdene having gone into liquidation and the warranty not holding up on this. It may also be recommended to get an independent survey and approach our buildings insurer. This cost could be up to £20k which is more than will be in the Chalet pot so in 24/25 decisions may need to be made on funding this. An update will be provided at the April PC meeting in two weeks' time.

434. Committee to receive CIL/S106 receipt estimate for April 2024

In January we were notified o=that CIL receipts were at £50,000. These are normally paid to us in April.

435. Committee to discuss/approve any updates to 2024/2025 budget proposals

V4 of the budget doesn't need any tweaking other than the exact carry forward figures and community benefit income need to be added when known. The RFO will issue a final budget sheet for the April PC meeting, for further approval.

436. Committee to note correspondence relating to Finance matters and any other matters required by the RFO

o Avon Pension Fund 24/25 contribution rates

Employee contribution rates have been received but not employer rates or surplus/deficit amounts.

o To update VAT prior to reclaim in April

The current VAT summary shows the RFO will be processing a VAT126 reclaim of at least £28380.77 at the start of April.

437. Committee to review, update & APPROVE locations of funds with reference to the WPC Investment Policy

Current savings account balances are:

Redwood £88,786.23      Unity Trust Bank £54091.30

The Committee agreed that balances should be managed where possible to stay within the £85,000 FSCS limit.

The RFO will investigate moving interest payments from Redwood to one of the other accounts how best to reduce that balance at no cost.

438. Committee to approve Clerk training request

ALCA Freedom of Information Essentials - £14; SLCC- The Council as a landlord - £30 (June); SLCC Getting into Health & Safety three-part webinar £145 (Sept & Oct) – lower priority.

After discussion and looking at alternative options the Committee APPROVED the FOI and H&S training courses at a cost of £159 to come from the 24/25 £200 staff training budget.

439. Items considered urgent or exempt by the Chairman

NONE

440. Dates of future Parish Council meetings/Committee meetings

Full Parish Council meeting April 8<sup>th</sup> 2024 7pm Westerleigh Village Hall

*A. G. Ken*

*22/7/24*