

DRAFT

Minutes of the Finance and Management Committee Meeting held on
Wednesday, 27 September 2022 at 2.00 p.m. in accordance with notice given

In the Chair: Councillor Lilly

Present: Councillors Beioley, Oakley, Roberts, Trinder, Wood.

In attendance: RFO

FM01.09.22 APOLOGIES – Cllrs Morris-Wyatt.

FM02.09.22 PUBLIC PARTICIPATION - none

FM03.09.22 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA - none

FM04.09.22 MINUTES OF THE PREVIOUS MEETING

Cllr Oakley proposed, “**acceptance of the minutes of 25 May 2022.**” This was seconded by Cllr Beioley and unanimously agreed.

FM05.09.22 RFO’S REPORT – attached

FM14.04.22 Bank Change – It was agreed to amend our Financial Regulations to state that the RFO has the authority to make payments via our bank but cannot authorise payments. A councillor authorising payments does not have the authority to make payments. Regulation 7.5. will need to be reconsidered based on the above change. **ACTION: F&M Agenda**

FM06.09.22 REFERRALS

CCAGM 09.07.22 - at the Charity Committee meeting in July it was suggested that a percentage of the Assistant Clerk’s salary cost for work on allotment administration is charged to the Charity. The Assistant Clerk has estimated that 50% of her time is taken up with such administration. In monetary terms, the charity would not be able to afford this. It was agreed allotment rents need to be reviewed. This will be done at a Charity Committee meeting in the spring. A Council must provide allotments if there is a need. **ACTION: Charity Committee**

FM07.09.22 CORRESPONDENCE

IAC Audit & Consultancy Ltd has advised they are unable to carry out our internal audits in future due to a lack of staff. The RFO will investigate a replacement. **ACTION: RFO**

Cambridge & Counties Bank has advised us of several increases in our investment interest rate, the latest being 2.05%. Currently, we have £52,000 invested, £26k each from our deposit and investment accounts. The RFO has found better investment rates. It was agreed that there will be higher rates later in the year. To be reviewed in November. **ACTION: F&M Agenda**

PKF Littlejohn LLP – the RFO has had several communications with our external auditors over the last few days. In April 2022 they agreed to defer our submission date from 1 July to 15 July as per previous years. They have now advised that as we did not meet the 1 July deadline as required by the Accounts and Audit Regulations 2015 we should have answered ‘no’ to Section 1, Box 1. This is the first year this has happened, and we received no information about this at the time of requesting a deferral. PKF has accepted that more information should have been given and has apologised but will not retract the above. PKF has confirmed the accounts and procedures are in order. A Notice of conclusion of audit can now be displayed. **ACTION: RFO**

Plusnet – the RFO has negotiated a new contract for our broadband/phone package at a cost of £39.90 per month.

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FM08.09.22 CURRENT BUDGET/RESERVES

The committee considered the current budget figures. Salaries – the union and employers are currently negotiating a salary increase. A figure of 7% has been suggested. Our current budget figure will cover this. Professional fees – due to the solicitor's fee for Silver Street car park of £964, this budget will go over by approximately £865. Accounting Expenses – this budget is for the Scribe Accounting software. Project EV Charges – there is no budget for this charge. Income is posted to the electricity/gas budget and receipts currently total £354.20. Publicity – the £400 in this budget is not needed. To be considered when looking at the budget for 23/24. Photocopying – the lease on our photocopier finishes in December 2023. Parish Building Maintenance – this budget is in deficit due to an EICR requirement for the workshop and an annual Fire and security inspection of both the Parish Centre and Workshop. Climate Change – the Climate Change Administrator's hours have been reduced meaning there will be a surplus in this budget. Vehicles – the cost of £820 for the installation of a refurbished ECU in the Land Rover is still to be allocated.

Based on current budget spend, it is estimated that the spend at 31 March 2023 will be £162,000, £5,200 over budget.

Bank Accounts – the deposit account is extremely low on funds, currently £10,000. At the end of this week we will receive the second half of our precept, £96,000, out of which £20,000 needs to be transferred to investment for the earmarked reserve funds. This will leave about £86,300 left in the deposit account, insufficient to meet our estimated spending budget requirement for the remainder of the year. Before the end of the year we will need to draw down some investment funds. It was agreed to consider how much at a future meeting. **ACTION: F&M Agenda**

FM09.09.22 INSURANCE POLICY

Cllr Lilly proposed, “**acceptance of the Zurich Insurance Policy renewal and cost of £3,026.04 from 1 August 2022 to 31 July 2023.**” This was seconded by Cllr Oakley and unanimously agreed.

FM10.09.22 LAND ROVER

Cllr Lilly has investigated converting our Land Rover to an electric vehicle. Prices for this range from £25,000 to £90,000. No immediate need is required. In the meantime, it was agreed to talk to Holbrook Garage for advice on the above suggestion. **ACTION: RFO**

FM11.09.22 INTERNAL AUDIT REPORT

Committee members were furnished with a summary of the Internal Audit observations and recommendations, attached. The recommendations were duly noted and will be actioned accordingly. Cllr Lilly proposed, “**acceptance of the internal audit report.**” This was seconded by Cllr Oakley and unanimously agreed.

FM12.09.22 REVIEW OF POLICIES/PROCEDURES

Press/Media Policy – 4th paragraph – insert capital letters for Parish Council. 11. Second sentence – delete ‘In that event’ and commence with ‘The councillor or Clerk’. Cllr Lilly proposed, “**we approve the Press/Media Policy with the above amendments.**” This was seconded by Cllr Beioley and unanimously agreed. **ACTION: RFO**

Publication Scheme – this was considered and no amendments made. Cllr Lilly proposed, “**acceptance of the Publication Scheme as stated.**” This was seconded by Cllr Beioley and unanimously agreed.

General Privacy Notice – this was considered and no amendments made. Cllr Lilly proposed, “**acceptance of the General Privacy Notice as stated.**” This was seconded by Cllr Oakley and unanimously agreed.

Employees, Councillors and role holders Privacy Notice – Cllr Oakley referred to the fact that councillor addresses are shown on the Disclosable Pecuniary Interest forms that are displayed on the SDC and Parish Council web sites and thought we had agreed not to advertise the addresses. Addresses on the chart showing the Parish Councillor details were deleted but no changes were made to the DPI’s. SDC is responsible for the DPI’s. The Assistant Clerk has contacted SDC Democratic Services about this matter and will report back. Cllr Beioley felt that as Councillors, it seemed odd that addresses were not displayed. Cllr Wood proposed, “**acceptance of the Employees, Councillors and role holders Privacy Notice.**” This was seconded by Cllr Lilly and unanimously agreed.
ACTION: Asst Clerk

FM13.09.22 CN2030 FRAMEWORK

Committee members considered the relevant action points in the framework and agreed the following:

Action 2 CIL - ensure any funding from a CIL (soon to become an IL) is managed suitably.

Action 4: Parish Centre Carbon Neutrality: Both PV panels and EV chargers have been installed. The committee will continue to investigate other sources.

Action 20: Purchasing: the committee will monitor our purchasing policy to ensure it reflects our commitment to CN2030.

Action 21: Investment: the committee will continue to review our investments to meet this action.

Action 24: Reduce, Reuse, Recycle, compost: we will continue to review practices to ensure this action is met.

The RFO will check with our investment bank, Cambridge and Counties, that they have a sustainability fund. **ACTION: RFO**

It was agreed to arrange a meeting with ChalCAN to consider the framework and agree what the Parish Council can do and what ChalCAN can do. **ACTION: RFO**

Mobility – Cllr Wood recommended that we monitor bus services to ensure they are maintained. It was suggested we publicise the bus services. **ACTION: Asst Clerk**

FM14.09.22 PRECEPT 2023-24

The committee considered the budget and earmarked reserves and made initial suggestions, attached. Climate Change – it was agreed to leave at £6,000 until we have more information as to ChalCAN’s needs. Youth Centre – Cllr Roberts will provide a report with financial projections for the next F&M meeting. Works to be asked to consider their budget and make recommendations. **ACTION: Cllr Roberts/Works**

Cllr Lilly felt that we should keep our precept requirement as low as possible based on the UK’s current financial situation

Cllr Oakley has investigated the cost of the Parish Council’s part of the council tax and it is very low compared to other public bodies.

It was agreed to cancel our Zoom membership. Scribe - the RFO will find out what their charge will be next year. **ACTION: RFO**

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FM15.09.22 EXPENDITURE

a. Frith Youth Centre – Cllr Lilly proposed, “**we release £9,000 immediately for the first and second quarters.**” This was seconded by Cllr Wood and unanimously agreed. **ACTION: RFO**

b. Warm Room/winter utility crisis – the RFO has investigated the use of village halls. The Youth Centre has offered their facility but we would need to pay a hire charge and a charge for the heating. Taking these costs and the cost of providing a lunch, it is estimated it will cost £70 per week. The Councillors considered the details. Cllr Wood proposed, “**we recommend trialling this service for 3 months commencing mid October at a cost of £70 per week.**” This was seconded by Cllr Lilly and unanimously agreed. Funding will be taken from the balance of the Covid grant funding. The resident providing the lunch has a food hygiene certificate and public liability insurance. Documentation needs to be checked. This recommendation will be made to Full Council in October. **ACTION: RFO/Asst Clerk/FC Agenda**

c. Van Hire – when the Land Rover was in the garage for a repair, our Groundsman hired a van. Cllr Oakley proposed, “**we authorise the charge of £490 for the above van.**” This was seconded by Cllr Lilly and unanimously agreed.

FM16.09.22 BANK TRANSFERS

A copy of the expenses was shown to all present. Contract Labour – the Groundsman will continue to use the contract labour for requirements during the autumn. There is sufficient in the budget to cover costs. Cllr Beioley referred to the possible need for an Assistant Groundsman and recommended having a discussion on this. To be put on the agenda in October. **ACTION: F&M Agenda**

Cllr Oakley proposed, “**acceptance of the expenses.**” This was seconded by Cllr Beioley and unanimously agreed.

FM17.09.22 ANY OTHER INFORMATION – none

There being no further business, the Chair closed the meeting at 4.05 p.m.