



# BRADFIELD PARISH COUNCIL

*Clerk to the Council: Mrs Line Djuve-Wood*  
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## Minutes of the Finance Committee Meeting held in St Lawrence Church Room on Tuesday 15<sup>th</sup> November 2022 at 7.30 p.m.

**Present:** Cllr. K. Wynn Cllr. K. Burton  
Cllr. R. Scott Cllr. S. Gunter

**In Attendance:** Mrs. L. Djuve-Wood (Clerk)

### **FC1/22 Apologies for Absence.**

There were no apologies for absence.

### **FC2/22 To receive members declaration of interests on items that appear on the agenda**

There were no declarations of interest.

### **FC3/22 Minutes of the Finance Committee meeting held on the 26th April 2022 to be approved and signed by the Chair**

**RESOLVED** that the minutes of the Finance Committee meeting held on the 26th April 2022 be approved as a correct record and signed by the Chair.

### **FC4/22 Public Participation**

There were no members of the public present.

### **FC5/22 To review 2022/23 financial accounts**

The Finance Committee were presented with various financial reports as at the 31<sup>st</sup> October 2022, including bank reconciliation, cashbook reports for the current account, savings account and Barclaycard account, detailed receipts and payments by budget heading, trial balance, earmarked and general reserves balance, S137 payment record and year end projected income and expenditure for all cost codes.

The clerk noted that all interim payment and expenditure figures had been checked by Cllr. Burton and interim internal audit carried out by Internal Auditor Ms V. Pretty with no errors discovered.

As at the 31<sup>st</sup> October 2022 the current account held £3,326.08 and the savings account £102,000.14. The outstanding balance for the Barclaycard was £109.88 payable in November. The earmarked reserves balance was £49,605.36 and general reserves £32,732.28.

The current projected year end income was £88,537.00 and current projected year end expenditure £86,528. Current projected year end general reserves were £41,096.62 (The Joint Panel on Accountability and Governance Practitioners Guide's recommendation for general reserves is for levels to be maintained at a minimum 3 to 12 months equivalent of net revenue expenditure. The smaller the authority the closer the figure should be to 12 months.) The clerk emphasised that these are projected

figures only and are likely to change over the next four months due to further ad-hoc commitments.

The clerk also noted that it is projected that the council will be going over the current budget allocations for office expenditure by £289, meeting hall fees by £30, annual subscriptions by £17, insurance by £70, salaries by £1,493, play equipment repairs by £290 and litter bins by £243 (this figure includes a potential but unlikely TDC litter bin emptying fee for new bins). Whereas there will be an overspend within some cost codes, other cost codes will likely have an underspend. The overall projection is for a £14,864 surplus (less any balances carried forward) being moved to general reserves as at year end.

The Finance Committee proposed that the remaining earmarked reserves for last year's cemetery bin of £126.51 be used towards this year's litter bins cost code, and that there are sufficient income and general reserves to cover overspend for the other cost codes.

#### **FC6/22 To review, consider and recommend to full council the draft budget and precept for 2022/23**

The Finance Committee reviewed the proposed draft budget as created by the Responsible Financial Officer. It was agreed to put forward the following recommendations to full council:

- **Office expenditure:** increase from £2,000 to £2,500. This takes into account the PO Box and any other additional ad-hoc expenditure;
- **Meeting Hall Fees:** increase from £270 to £300. This will allow sufficient budget for extraordinary meetings which in addition to other ad-hoc meetings will now also consist of four meetings a year dedicated to review playground inspections;
- **Annual Subscriptions:** increase from £750 to £800 to take into account increased subscription fees;
- **Training:** carry forward £1,000 from this year's budget and request £1,500 from precept;
- **Election Expenses:** budget an additional £800 to top up the £1600 carried forward from 2022/23. Elections are due in May 2023. The election fee will vary greatly depending on whether or not the election is contested;
- **Audit Fees:** increase from £450 to £500 to allow for potential cost increase;
- **Insurance:** increase from £1,500 to 2,500 as the Council's 3-year fixed price contract is coming to an end in July 2023 and insurance premiums are likely to have increased. The increase should also help cover policyholder contributions for any potential future claims;
- **Grants (incl. S137):** reduce from £5,000 to £3,000 with the £3,000 being carried forward from the current year's budget;
- **Mayor's Allowance:** carry forward £400;
- **Salaries:** increase from £20,000 to £25,000 to allow for current and next year NALC pay award increases as well as a potential increase in weekly hours from 22 to 25 or any potential paid overtime;
- **Pensions:** increase from £1,100 to £1,500 taking into account increase in salaries;
- **Working from Home Allowance:** keep at £500;
- **Grasscutting and Maintenance:** increase from £18,000 to £20,000 allowing for cost increases, renewal of maintenance contract from April 2023, as well as other ad-hoc maintenance required throughout the year;
- **Play Equipment Repairs:** increase from £2,500 to £3,000 to allow for repairs, annual and operational inspections and servicing of equipment;

- **Litter bins:** remove from 2023/24 budget as sufficient bins purchased;
- **Street Lights Unmetered Supply:** keep at £3,500 as per last year;
- **Street Light Repairs:** keep at £2,500 as per last year;
- **Smaller Projects:** keep at £5,000 as per last year;
- **HM the King's Coronation Celebrations:** budget £2,500.

**RESOLVED** that the draft budget be presented to full council as per the above suggestions with a recommended precept request of £72,400 for the 2023/2024 financial year.

**FC7/22 To agree a date and time for the next meeting**

It was **RESOLVED** that the next Finance Committee meeting be scheduled for Tuesday 24th January 2023 at 7:30 p.m.

There being no further business the Chair closed the meeting at 9.00 p.m.

Signed ..... Chair      Dated .....