



## There will be a Meeting of the Finance Committee Held on Thursday 28<sup>th</sup> November 2019 at 8pm in the Community Office

**Present:**

**Councillors:**

Nicky Smallbone (NS) - Chair  
Ian Hill (IH)  
Matt Reid (MR)  
Roger Beattie (RB)

**In Attendance:**

Diana Ludlow

**Officer:**

Kristina Tynan (KT)

- 51/19 Apologies for absence  
Nick Hancock, Tim Horton.
- 52/19 Approval of Minutes  
**Resolved:** To approve the Minutes from the Meeting on the 31<sup>st</sup> October 2019 which were received by Council on 12<sup>th</sup> November 2019.
- 53/19 Matters Arising  
None other than agenda items.
- 54/19 Declarations of Interest  
There were no declarations of interest notified
- 55/19 Update on Existing Issues  
**Rent Review of Sports Field** – IH and KT will go through the spreadsheet which the office has compiled, and which shows what other parish councils pay to lease their sports fields.
- 56/19 Grants Requests  
No requests have been received. Discussion took place on grant allocations for next year and if the the grant form needs to be reviewed. All organisations applying for a grant must fill in the form for 2020/2021.
- 57/19 Budget  
**Budget and Precept 2020/2021** – A draft budget had been sent out to Members. This was discussed in detail.  
**RECOMMENDATION TO COUNCIL**  
1) To increase the annual payment of Council Tax Band D from £113.20 to £117.19 and other bands proportionately.

ii) To establish a precept (being the Band D figure multiplied by the Tax base of 1172.8) of £137,444.42 which is an increase of 3% which is 1.4 times greater than RPI for October of 2.1% September and October.

This equates to an increase of £0.34 for each month (Band D) for the 10 months payable,

iii) To approve the Committee Budgets figures (titled Budget Recommendation for Full Council on 10<sup>th</sup> December 2019) which is attached to these minutes.

**Three Year Budget Forecast** – NS will do some further work on this.

58/19

General Financial Issues

1. **Bank account review** – On-going

2. **Discussion of CIL distribution being a function of the Finance Committee.**

**RECOMMENDATION TO COUNCIL:** That the Finance Committee has the function of allocating CIL to projects.

3. **Review of Internal Audit**

**RECOMMENDATION TO COUNCIL:** To agree the following statement:

‘The main role of the Internal Auditor is to check all the financial and accountable records that the Clerk must keep. This is done soon after the end of the financial year and involves all the financial transactions and both the legal authority and procedural authority for such transactions - eg the signed minutes of all meetings. Once the Internal Auditor is satisfied with the accounts and records, the Clerk prepares the relatively brief submission to the External Auditor. During the year the Clerk occasionally seeks her advice - eg in transferring the Receipt and Payment accounts, operated through the year, into Accrual accounts needed for audit. Were the Clerk to leave or become temporarily unavailable, the Internal Auditor would assist a new or acting clerk’.

59/19

Staff Issues

1. **Training** – Group Training for all Councillors- If this still needed a date will need to be organised.

2. **Staff Reviews for 2019/2020** – These will be conducted in February.

60/19

Correspondence/Information

There was no correspondence that needed discussion.

61/19

Any Other Business

There was no other business for discussion.

62/19

Items for the Next Meeting

Financial regulations Review 2019/2020 - IH/NS /KT to review

Draft Financial Review Policy- NS/NH

Draft Investment Strategy NS/NH

Grant Policy - NS/NH

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.45PM**