

**Minutes of the meeting of the
FINANCE COMMITTEE
held on Monday 2nd December 2019 at 7:45pm
in the Committee Room, Freight House, Bradley Way, Rochford.**

Cllrs present: R Gardner, Mrs N Shaw, R Patient & Mrs M Weir.

As both the Chairman and Vice Chair were not present, Cllr R Patient was elected to chair the meeting, agreed by all Members.

36. Apologies for non-attendance at meeting:

Apologies were received from Cllrs Ms A Rees-Jones and T Manyika.
Members received the apologies tendered.

37. Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest

on any matter on the agenda for 2nd December 2019:

No declarations were made.

38. Public Forum:

No members of the public were present.

39. To approve the Minutes of the meeting held on 14th October 2019 and to approve the destruction of the notes in respect of that meeting:

The Minutes of the meeting were **approved** as a correct record and Members approved the destruction of the notes in respect of that meeting.

40. Action Update List – December 2019:

40.1 Members noted the Public Sector Deposit Fund (PSDF) with CCLA had been opened and funds had been successfully transferred. The Clerk noted that Cllr S Wootton would be removed from the account as a signatory in due course following his resignation.

Members **accepted** the Action Update List and **agreed** to the removal of closed items.

41. Financial Report – November 2019:

The Clerk reported that at month eight Council was 66% spent, taking into account the £12.k which would be sourced from Earmarked Reserves (EMR) for the Glencroft footpath project. The Clerk further reported Finance was on track; General Purposes was overspent at 86%, due to some early large expenditure and the cost of the defibrillators which had been more than expected; Parks was underspent at 44%.

There were no questions and Members **accepted** the Financial Report.

42. Receive Internal Audit Report (Interim) for 2019-20: no issues arising

Members noted the report and congratulations were passed to the Clerk and Assistant for their work in maintaining good audit reports year after year.

43. Consider & agree Finance Budget for 2020-21:

The Clerk noted that the overall increase for the 2020-21 budget proposal was £7,330 and that the salaries and wages increase appeared as the largest increase. The Clerk explained that the increase appeared higher but noted that the 2019/20 budget was overspent due to the Clerk's change of hours from 25 hours to 27 hours which had been agreed by Members and the national pay rise which was 2% and not 1% as expected. Cllr R Gardner enquired what the salary implications would be if the Clerk needed to take on more work. The Clerk explained that matter would have to be addressed by the Personnel Committee, if required.

Members noted the office rent budget had increased slightly and the utilities had been increased as the expenditure for 2019-20 had been higher than expected; the Clerk explained that the electricity was paid to the Village Hall and was dictated by the Village Hall's decisions of electricity provider. Postage and photocopy charges had increased slightly due to more Cllrs being taken on. The budget for 'Other Professional Fees' had been reduced from £6,000 for 2019-20 to £5,000 for 2020-21 but still included an allocation for two Community Specials and a DPO along with an allocation for accounts work, payroll services and legal advice if required. The Clerk also pointed out a higher budget allocation had been given to the Training and Travel budgets as it was anticipated more Members would be attending training.

Members unanimously agreed to a Finance Committee budget of **£86,255 for 2020-21** for recommendation to Full Council. Members noted this was an increase of £7,330 from £78,925 for 2019-20.

44. Consider Parks, General Purposes and Youth budgets for 2020-21:

Members noted that the **Parks Committee** budget (bid 2) totalled **£52,425** for 2020-21 and was £3k lower than from bid 1 which Members had agreed.

Members noted that the **General Purposes Committee** budget (bid 1) totalled **£48,800** for 2020-21.

Members noted that the **Youth** budget totalled **£1,500** for 2020-21.

Members approved the 2020-21 Committee budgets for recommendation to Full Council.

45. Consider Overall Budget for 2020-21:

Members unanimously agreed a total budget of **£188,980 for 2020-21**, an increase of £5,980 or 3.2% over the 2019-20 budget. It was noted the Clerk was awaiting the tax base figures from Rochford District Council (RDC) and once in receipt the Finance Committee could set the Precept recommendation for Full Council.

46. Finance Committee – Quarterly Report October 2019:

Members noted the report.

47. Formulate the Finance Committee's response to Full Council regarding the Strategic Plan objectives:

Members were reminded that it would be the Chair of Finance to put a response together.

48. Councillor Quarterly Bank Reconciliation Check:

Q2 2019/20 – Completed no issues arising:

Members noted the information.

49. Subscriptions: Society of Local Council Clerks (SLCC) £227:

Members unanimously approved the SLCC subscription of £227.

Cllr R Patient enquired if there had been an item on the Agenda for the Staff Christmas Lunch. The Clerk reminded Members that the item had been decided (Minute 34). It was noted that the Staff Christmas Lunch agreement should include the regular contractor.

50. Summary of Decisions:

- Finance budget of £86,255 for 2020-21 approved for recommendation to Full Council.
- Parks Committee budget of £52,425 for 2020-21 approved for recommendation to Full Council.
- General Purposes Committee budget of £48,800 for 2020-21 approved for recommendation to Full Council.
- Youth budget of £1,500 for 2020-21 approved for recommendation to Full Council.
- Overall budget of £188,980 for 2020-21 approved for recommendation to Full Council.
- Finance Chair to compile report for Full Council regarding Strategic Plan.
- SLCC subscription of £227 approved.

The Chairman declared the meeting closed at 8:01pm.

Chairman