

**Minutes of the meeting of the
FINANCE COMMITTEE
held on Monday 4th December 2023 at 7:08pm
at the Rochford Day Centre, 33a Back Lane, Rochford**

Cllrs present: Chair S May, A MacPherson, Mrs L Massey, R Patient & Mrs M Weir.

F 23/23 Receive apologies for absence:

Cllrs Mrs L Dalby and R Gardner had given apologies.
Members received the apologies tendered.

F 23/24 Declarations of any:

- a) **Disclosable Pecuniary Interest;**
 - b) **Other Registrable Interest:**
- on any matter on the agenda for 4th December 2023:**

Members made no declarations.

F 23/25 Public Forum:

No members of the public were present.

F 23/26 Approve Minutes of the meeting held on the 18th September 2023 and to approve the destruction of the notes in respect of that meeting:

It was **resolved** that the minutes from the meeting held on 18th September 2023 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

F 23/27 Action Update List - December 2023:

23/27.1

Action to add Cllr S May and the Rector of St Mary's Church to the banking signatories list for the Robert Sudbury Trust would be carried out in due course.
It was **resolved** that Members accepted the Action List update.

F 23/28 Financial Report – November 2023:

Clerk reported that at month eight, Council's overall budget was 62.4% spent; Finance was 69% spent and both General Purposes and Parks' budgets were slightly underspent. It was **resolved** that Members accepted the Financial Report.

F 23/29 Completion of Internal Audit (Interim) 2023-24:

Members noted there were no issues. Members further noted the continuation of a clean audit and gave praise to the staff.
Members received and noted the Internal Audit (Interim) for 2023-24.

F 23/30 Q2 2023-24 Financial checks:

- a) **Confirmation that petty cash reconciliation has been undertaken by two Members; report attached:** Members noted the information.
- b) **Confirmation that Q2 2023-24 financial checks have been undertaken by two Members:** Members noted the completion of the Q2 2023-24 financial checks.

- F 23/31 Consider & agree Finance budget for 2024-25:**
Members noted the increases across several cost centres. Members further noted the difficulties in trying to budget for salaries given the way in which the pay rises were both decided and announced within the financial year.
It was **resolved** that the Finance Committee budget for 2024-25 of £113,150 be approved for recommendation to Full Council.
- F 23/32 Consider Parks Committee and General Purposes Committee budgets for 2024-25:**
It was **resolved** that the Parks Committee budget for 2024-25 of £65,775 be approved for recommendation to Full Council.
Members noted the increase in safety measures for the Magnolia store under the Health & Safety cost centre and felt it was prudent to carry out appropriate works in that regard.
It was **resolved** that the General Purposes Committee budget for 2024-25 of £21,400 be approved for recommendation to Full Council.
- F 23/33 Set the Precept for 2024-25 for recommendation to Full Council:**
Members noted the Clerk's report. It was further noted that Rochford District Council's (RDC) draft tax base was 4774.9, which had increased by 10 from 2023-24. The band D figure would require an increase of £2.34 to £41.88 per annum (5.9% increase), per household to yield £199,972.81. Members agreed the shortfall in income of £352.19 could be vired for the General Reserves, if required.
It was **resolved** that the Finance Committee recommend to Full Council a precept of £199,972.81 for 2024-25.
- F 23/34 New signatory required for Metro Bank – Cllr A MacPherson:**
It was **agreed** to add Cllr A MacPherson to the payment signatories for Metro Bank.
- F 23/35 Subscriptions: Society of Local Council Clerks (SLCC) £288:**
Members **approved** the annual subscription to the SLCC of £288.
- F 23/36 Grant application – Essex & Herts Air Ambulance:**
It was **resolved** that a donation of £500 be given to the Essex & Herts Air Ambulance.
- F 23/37 Donation request: Poppy Appeal 2023:**
It was **resolved** that a donation of £100 be given to the Royal British Legion Poppy Appeal.
- F 23/38 Approve Staff Christmas lunch – Chairman's fund:**
The staff Christmas lunch was **approved** by Members. It was agreed that the regular contractor join the staff for their Christmas lunch given his commitment and dedication to Council, with costs to be met by Council.
- F 23/39 Summary of Decisions:**
- Cllr S May & Rector of St Mary's to be added to the Robert Sudbury banking signatories list in due course.
 - Finance Committee budget for 2024-25 of £113,150 approved for recommendation to Full Council.
 - Parks Committee budget for 2024-25 of £65,775 approved for recommendation to Full Council.
 - General Purposes budget for 2024-25 of £21,400 approved for recommendation to Full Council.

- A precept of £199,972.81 for 2024-25 approved for recommendation to Full Council for 2024-25.
- Cllr A MacPherson to be added to Metro Bank signatories list.
- SLCC subscription of £288 for 2024 approved.
- £500 grant application for Essex & Herts Air Ambulance approved.
- £100 donation approved for the British Legion Poppy Appeal.
- Staff Christmas lunch approved; contractor to join staff and costs be met by Council.

The Chairman declared the meeting closed at 7:22pm

Chairman