

TAKELEY PARISH COUNCIL
FINANCE COMMITTEE MEETING MINUTES

Tuesday 12th April 2022 at 10.15am
Held at the Old School Community Centre

Present:

Cllrs Geoff Bagnall, Sue Sprules, Carol Pratt and Jim Backus
Locum Clerk – Jackie Deane, Acting RFO Jane Heskey

Apologies:

Cllr Phill Bodsworth

Year-end Review

1. Review of Actuals v Budgets 2021/22

Jane Heskey reported that the bank reconciliation was complete with no issues. She noted revisions to the actuals and budgets of 2021/22 labelling and allocations for 2022/23 were agreed for a revised report appended to the Minutes. An appointment would be made with the internal auditor for early May and the end of year audit administration will be agreed at the June meeting.

2. Review of budgets for 2022/23

a) Recommendation to Full Council on 12th January 2022 was as follows:

To request a Precept for the financial year 2022/23 of £160,495

It is noted that the recommended precept would be an increase of 3.55% and an increase of £2.78 per household on Council Tax Band D

b) Recommendations for allocations of unspent at year-end, for ratification at the February Full Council meeting:

- Income of £7,000 from UDC in April 2021 should be appropriately ringfenced
- Staffing underspend should be split between Locum Clerk and Planning Professional Advice, which will give a ringfenced Planning allocation of approximately £20,000
- Training underspend should be ringfenced for training
- Washroom services underspend should be ringfenced for possible increase in frequency
- Underspends on grounds maintenance allocations should be amalgamated and ringfenced for grounds maintenance

Actions to note:

- Sums to allocate for planning and professional advice were adjusted to reduce the General Reserve, to cover an agreed budget of £50,000 for the planning appeal and separate allocation for neighbourhood planning and general professional advice
- Asset Register to include building contents
- Morrell's Green s106 remaining funds will be shown as a separate item at the bottom of the sheet
- Renewal of EALC membership was requested as an agenda item for the May Full Council meeting.

With no further business, the meeting closed at 12.35pm.

Signed by the Chairman

Date

