



# TAKELEY PARISH COUNCIL

## Finance Committee

Minutes of the meeting held on Tuesday, 13<sup>th</sup> December at 10am in the  
Old School Community Centre

**Present** - Cllrs: Phill Bodsworth, Pat Burnett, Sue Sprules and Jim Backus.

**In attendance** - Jackie Deane Clerk/RFO

### 1. Apologies for Absence

Apologies were received from Cllr Bagnall. Cllr Pratt was absent.

### 2. Declaration of Interests

None.

### 3. Review of Actuals v Budgets 2022/23 to date

The budget headings were reviewed for predicted overspends and underspends. Queries were raised and key overspends and underspends were noted as follows:

#### Income

- The VAT reclaim at year end is projected £15,000  
Action: query VAT projected income and expenditure
- Additional grants were received, to be spent by end of year except £2,000 which was spent from general reserve in the previous year. This sum will show as a balance in grants and can be offset against expenditure for 2023/24. This reduces the sum to be required from the Precept.

#### Expenditure

- The Locum Clerk overspend projected £14,300 will be offset by staffing costs underspend and nil payment of pension to NEST.  
Action: to consider any combined underspend to be ringfenced for salary increases
- Subscriptions includes music license for previous and current year  
Action: to create a separate line item for licenses (tv + music) in community centre budgets with a new £500 allocation
- Insurance and ICT expenditure will off-set
- Planning advice/general professional advice has an outstanding invoice for Land Registry/legal costs and the two budgets will off-set with balance approx. £1200 which could be used for the Neighbourhood Plan.

### 4. Budgets for 2023/24 on income and expenditure line items

Line items were reviewed and budgets were allocated. It was noted that the salary budget should allow for annual pay increases and extra hours for the caretaker. It was noted that the music license for the previous and current year were paid from the subscriptions budget. The utilities budget has a significant increase for unsubsidised fuel prices.

#### Recommendations:

- A new line item should be created under the Community Centre for licenses – music and tv



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- A new line item should be created for burial ground maintenance
- £2,000 in the grant earmarked reserve to be allocated to utilities expenditure
- The ringfenced Community Centre budget should grant up to £6,000 contribution to increased heating and light costs.

### 5. Calculation of the change to Council Tax for Band D households

A Precept claim of £169,000 would give a 2.9% increase on Band D Council Tax, which is an increase of £2.39 per household.

### 6. Recommendation for 2023/24 Precept to report to Full Council

A recommendation was agreed for the Full Council meeting to be held on 11<sup>th</sup> January 2023, to claim a Precept of £169,000 for the next financial year.

Action: Cllr Bodsworth agreed to carry out further research on reserves balances and projected underspends, to be circulated to committee members ahead of the Full Council meeting.

Action: The Clerk agreed to circulate updated information of Public Works Loans, including the final payment date of the loan for purchase of the School House.

Action: The Clerk agreed to follow up on line item queries raised during the meeting.

### 7. Date of the next meeting

The next meeting is due in January, to review Q3 income and expenditure. Date tbc.

With no further business, the meeting closed at 1pm.

Signed .....(Chairman)

Date .....