



TAKELEY PARISH COUNCIL

Finance Committee

MINUTES OF THE MEETING HELD ON TUESDAY, 3RD OCTOBER 2023 AT 10.00AM IN THE OLD SCHOOL COMMUNITY CENTRE

PRESENT – Cllrs Phill Bodsworth, Pat Burnett, David Daykin, Sue Sprules and Jim Backus

IN ATTENDANCE- Jackie Deane (Clerk/RFO)

23/30 Apologies for Absence

Apologies were received and accepted from Cllr Daykin.

23/31 Minutes of the Last Meetings

RESOLVED to approve the minutes of the meeting held on 4th July 2023 (proposed by Cllr Backus and seconded by Cllr Sprules).

23/32 Annual Contracts Payments Review

It was agreed to defer a discussion and annual agreement of the regular contract payments to the next meeting.

23/33 Budget Review Q2

It was agreed to defer the second quarter budget planner to the next meeting.

23/34 Conclusion of External Audit

The conclusion of the external audit and publicity requirements were noted and the Clerk/RFO was thanked for completion of the audit with no comments for improvement.

23/35 Outsourcing Salary Administration

It was noted that the August salary payments were paid by the external contractor, and all was completed satisfactorily.

23/36 Annual Staff Appraisal Salary Increases

It was **RESOLVED** that the cost implications of staff pay increases to the sum of £1,440 and annual cost of living increases were within the existing salary budget and were affordable (proposed by Cllr Bodsworth and seconded by Cllr Backus).

23/37 Community Café Ringfenced Reserve

Future accounting arrangements for the community café were discussed. The balance on account was noted, to the approximate sum of £35,000.

RECOMMENDATION TO FULL COUNCIL - The Community Café should make an annual contribution to the Parish Council, towards the running costs, with the sum to include the cleaning costs, carried out by the caretaker.

RECOMMENDATION FULL COUNCIL – Trustees should be agreed by the Full Council and any cost payments, including those for staffing the café will be paid by the Parish Council on behalf of the Café Trustees.

23/38 Arrangements for transferring funds to an interest-bearing account

It was **RESOLVED** that a balance of **£80,000** will be transferred to an interest-bearing



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account and the committee grants delegated authority to the **Clerk/RFO in liaison with the Chair of the Finance Committee** to transfer funds between accounts to ensure that sufficient funds are available to meet financial commitments. This will be agreed outside of meetings in liaison with the Chair of Finance Committee (proposed by Cllr Bodsworth and seconded by Cllr Sprules).

23/39 Items to Note and for Future Meetings

A 3-year financial plan to be discussed and agreed at a future meetings – to be considered against a requirement to fund professional fees and on a reducing the term of a long-term loan. It was agreed that to defer this item for discussion at the budget and precept meeting.

23/40 Date of the Next Committee Meeting

The next meetings are scheduled for Monday 30th October at 10am and Tuesday, 5th December 2023 at 10am (Annual Precept claim recommendation).

The meeting closed at 11.54am.

Signed by the Chairman

Date