



TAKELEY PARISH COUNCIL

Finance Committee

Minutes of the meeting held on Wednesday, 6th December 2023 at 1pm in the Old School Community Centre

Present: Cllrs Phill Bodsworth, Pat Burnett and Sue Sprules.

In attendance: Jackie Deane (Clerk & RFO)

23/46 Apologies for Absence

Cllrs Backus and Daykin sent their apologies and these were accepted.

23/47 Minutes of the Last Meeting

The minutes of the meeting held on 30th October 2023 were approved as a true record (proposed by Cllr Bodsworth and seconded by Cllr Burnett).

23/48 Future Budget Consideration for Upcoming Planning Professional

There was a resolution at 1st November Full Council meeting for the Finance Committee to consider a sum of money which could be ringfenced for planning professional advice, if required. The resolution was proposed by Cllr Daykin, seconded Cllr Paul Burnett (item 23/122).

In principle, it was agreed that any underspend for the current year should be transferred onto an earmarked reserve and to increase the budget in the region of £20,000 to have an overall budget for planning professional advice of £28,000.

23/49 Budget and Precept

The Clerk was asked to use the adjustments noted at this meeting to draw up a draft budget and once the ready-reckoner is available, this would be considered as a percentage increase on the Precept.

- Staffing costs – Clerk and Chairman to liaise over the current net costs against the budget and note a requirement for next year's budget to a total personnel budget. Current total personnel budget £63,000, next year tbc.
- Check the office expenses and if a reimbursement is due for the café costs. Current £1,500, next year tbc.
- Increase of £1500 for grass cutting and to note the new schedule to include an itemised sum for annual cutting at Morrells Green (ringfenced reserve to reduce by this sum for the past 5 years equivalent). Current £10,000, next year consider £11,500.
- Increase of £1500 sports field maintenance. Current £1,500, next year consider £3,000,
- Increase of £1500 village maintenance. Current £1,500, next year consider £3,000.



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- Increase of £1,000 to the litter and dog bins, current £4,000, next year consider £5,000.

23/50 **Items to Note and for Future Meetings**

The Clerk asked for guidance on transferring funds from the Old School account and in the interim, the office budget is being used. It was agreed to ask the internal auditor to assist in setting up a system for debiting a budget line and then crediting that budget from the Community Centre account. The Clerk identified the following areas where training is required, and a half-day training session has been agreed on a previous fee quote from the internal auditor. Areas to cover include Café expenses, spending sums from earmarked reserves, budget reports and additional reports.

It was also agreed to ask advice on staffing and other café costs and set-up of future employment and line-management for staff.

23/51 **Date of the Next Committee Meeting**

The next meeting is scheduled for 10th January (time to be confirmed) for a Precept recommendation, ahead of the Full Council meeting.

The meeting closed at 2.40pm

Signed by the Chairman

Date