

Minutes of Meeting on 12th January 2023
Elmstead Parish Council – Finance Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Councillors Martine Ward (Chairman), Amanda Brennan and Michael Hare
Mrs Baxter (clerk)
Also present: Councillor Williams

- 23/001 Apologies of Absence**
None.
- 23/002 Declaration of Pecuniary Interests and Non Pecuniary Interests**
None.
- 23/003 To agree the Minutes of the meeting of 16th June 2022.**
It was resolved to accept the minutes from 16th June 2022 as true and accurate.
Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.
- 23/004 2022/23 Third Quarter Review**
To review the expenditure for the third quarter of 2022/23 against the set budget. Also, to consider the reserves.
The above was reviewed and all were in favour of recording it as noted. The overall expenditure looks high because of the Neighbourhood Plan costs but if you take those out (as they are paid by grants) then our expenditure is at about 76% of our budget. As we are three quarters of the way through the year that's on target.
It was discussed that wages, communications and professional fees have increased.
- 23/005 2022/23 Budget and Precept**
To discuss and advise a budget for 2022/23 to recommend to the full council. To discuss the 2022/23 precept request to recommend to the full council.
The draft budget was reviewed with changes being updated. The budgeted expenditure for 2023/24 is £61,596. There is estimated income of just under £7,000. This gives a net figure of £54,807.46.
It was discussed that for the 2022/23 budget the council decided not to include the full budget in the precept request and paid for part of the budgeted expenditure from reserves. This reduced the precept by £7,000 and the PC's general reserves are on course to reduce by £7,000. (This is separate to earmarked reserves for specific items of expenditure). The committee looked at different options for 23/34; Precept at the full amount of the budget, or for amounts less than the full amount what affect it would have on the precept and reserves. The recommendation decided by the Finance Committee after a lot of consideration, and because we have already taken a big reduction in the reserves, is to include the full budget in the precept request. This would cost the average Band D taxpayer an additional £1 per month. The percentage increase from last year looks high (22%) but the actual increase is small.
Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.
- 23/006 To review the current terms of reference and consider whether to recommend any changes to the council.**
No changes were recommended.
- 23/007 Date for next meeting**
The next meeting will be to review the end of year 22/23 expenditure.
- 23/008 Matters raised by Councillors for the next agenda or for information only.**
None.

Signature

Date

Minutes of Meeting on 12th January 2023
Elmstead Parish Council – Finance Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

- 23/009** **Verification of Bank Reconciliations**
A member to verify the 3rd Quarter bank reconciliations.
To be arranged.
- 23/010** **Exclusion of press and public**
No public present.
- 23/011** **Staff salaries**
To consider the recommendation of the Personnel Committee following on from the staff appraisals with respect to the clerk's and handyman's salaries for the year 2023/24. To agree to advise a recommendation to full council.
The Finance Committee agreed with the Personnel Committee's recommendation to take to full council. It was agreed to recommend to the full council that Mr Dingwall be raised from SCP 17 to SCP 18 with effect from April 2023.

The meeting closed at 7.00pm. Minuted by Mrs. A Baxter
Contact: elmsteadparish@gmail.com
01206 827139

Signature

Date