

**Minutes of Meeting on 29<sup>th</sup> June 2023**  
**Elmstead Parish Council – Finance Committee**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Councillors Martine Ward (Chairman), Amanda Brennan, James Chable and Michael Hare  
Mrs Baxter (clerk)  
Absent: Councillor Williams

**23/012      Apologies of Absence**

Cllr Williams sent her apologies. Cllr Ward was running late so Cllr Brennan chaired the meeting until her arrival.

**23/013      Declaration of Pecuniary Interests and Personal Interests**

None.

**23/014      To agree the Minutes of the meeting of 12<sup>th</sup> January 2023.**

It was resolved to accept the minutes from 12<sup>th</sup> January 2023 as true and accurate.  
Proposed: Cllr Chable, Seconded: Cllr Hare, all in favour.

**23/015      2022/23 Fourth Quarter Review**

*To review the expenditure for the fourth quarter of 2022/23 against the set budget. Also, to consider the reserves.*

The expenditure was reviewed, in particular where it exceeded 105% of budget. As the phone and broadband costs were high the clerk will look into alternative providers.

The insurance was higher due to a payout for damages to a windscreen that was under the excess.

The office cost code is high, but that was due to archiving costs that were not budgeted for, but were approved by the council and so would come out of reserves.

It was asked if our skip is lockable as we have to pay excess weight charges and people have been seen fly tipping into the skip. CSH were asked to replace the skip with a lockable skip, the clerk will follow up.

The £38,600 excess expenditure over budget can be explained by the costs of the Neighbourhood Plan and Neighbourhood Development Order which were not budgeted for and were mostly funded by grant income reported separately. There were consultancy fees that were not included in the grant that the council voted to approve, which would come out of the reserves.

It was felt that given how much the council did in the year with the NP, NDO and events that it did well with the budget, and it balanced out well.

**23/016      Grant Applications for 2023/24**

*To consider and decide the applications made by Parish organisations (for grants below £500). To consider and agree any recommendations to make to full council for approval (for grants above £500).*

The committee reviewed the applications, see the summary for the approved grants. The Carpet Bowls Club were awarded less than their requested amount due to the limited numbers of Elmstead residents in the club. The nursery was also awarded less due to having its own reserves.

The council is due to have a meeting with Upmarket to discuss its financial situation, but it was agreed to recommend an £800 grant to the council for approval in the meantime as this is 2 months running expenses.

**23/017      Date for next meeting**

*The next meeting will be to review the first quarter 23/24 expenditure.*

To be held on 27th July at 12.30pm.

Signature .....

Date .....

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**23/018**            **Matters raised by Councillors for the next agenda or for information only.**  
None.

**23/019**            **Verification of Bank Reconciliations**  
*A member to verify the 4<sup>th</sup> Quarter 22/23 bank reconciliations.*  
Cllr Brennan did this.

The meeting closed at 1.43pm. Minuted by Mrs. A Baxter  
Contact: [elmsteadparish@gmail.com](mailto:elmsteadparish@gmail.com)  
01206 827139

Signature .....

Date .....