

Minutes of the Fressingfield Parish Council Finance Committee meeting held in Sancroft Hall, Fressingfield on Wednesday 2 December 2019 at 2.15pm

Present: Tom Lindsay, Nick Stolls, Di Warne.

Also in attendance: Andy Parris, responsible financial officer.

1 Chair's welcome

2 Apologies for absence There were none.

3 Members' declarations of interest There were none. There were no requests for dispensations.

4 Minutes of previous meeting (09/10/19)

1 It was agreed that these were a true record of the meeting.

2 Actions and progress since the previous meeting: -

AP had used Mijan accounts software for 1 month and decided it was not a benefit or improvement on his own Excel Workbook.

Information re-council grants/donations had been advertised in Six Sense.

For greater clarity, committee members will have a copy of the Excel Workbook that AP uses for the council accounts rather than a pdf file.

5 To review income and expenditure of the 3rd quarter

It was noted that some formulae on the worksheets used by AP needed some changes to be accurate.

AP to make the necessary changes and check the rest of the Workbook.

There was a discussion about how best to present the accounts of the neighbourhood development plan. Problems with notifying HMRC about salary payments were discussed. It was agreed that this information would be sent to HMRC at the start of each month, even if that was before payments were made.

It was agreed to recommend donations to the local CAB, East Anglia Air Ambulance and Borderhoppa. The committee clarified the purposes for which grants and donations can be given.

The committee felt expenditure and income was broadly in line with the budget plan.

6 To revise the budget plan

The committee discussed in detail revisions to the budget plan and agreed to recommend it to the full council. It agreed to recommend raising the village caretaker's salary in line with the real living wage, which was uplifted in November.

The committee agreed to recommend the revision to the full council.

7 To draw up a draft budget for 2020-2021

The committee discussed in detail a draft budget plan for 2020-2021. It was proposed to hold a contingency in case of an unforeseen problem with any of the council's assets. This is different to the emergency contingency that councils are expected to hold.

The committee agreed to recommend the draft budget to the council.

8 To prepare a preliminary precept for 2020-2021

The committee considered two options for the precept. It also looked at the long-term effect of setting lower or higher levels. After discussion, it was agreed to present options to the full council and to propose a precept that is in line with last year.

9 To consider applications for grants from parish-based organisations.

Christmas Tree Festival. This will raise funds for the Fressingfield Family Charity. An application has been received for a donation of £139 towards the costs of running. This was approved.

10 Date for next meeting: Wednesday 4 March 2020, 2pm in Sancroft Hall.

The meeting closed at 4pm.

Signed: 

Chair DWOARNE

Date 3/3/20.

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