

# ALRESFORD PARISH COUNCIL

## MINUTES OF COMMITTEE MEETING - THE FINANCE COMMITTEE

Thursday 22<sup>nd</sup> October 2020 at 10.00am

Present: Cllrs Frank Belgrove (Chairman), Linda Belgrove, Ernie Osborne, Rubina Swash and Ann Wiggins  
Also Present: Mrs A Baxter (Assistant Clerk/RFO) and Mrs M Salazar (Clerk)

**20/012 Apologies for absence:** *To note any apologies.*  
None.

**20/013 Declaration of interests:** *To state any interests in the below agenda items.*  
Cllr F Belgrove – the Chairman’s allowance (items 016 and 017– pecuniary)  
Cllr L Belgrove – TDALC (items 016 and 017 – personal)  
Cllr R Swash – the hanging baskets and horticultural project (item 018(i) – personal)

**20/014 Minutes of the last Meeting:** *To approve and sign the minutes of the meeting of the 31<sup>st</sup> January 2020.*  
It was resolved that the minutes of the meeting of 18<sup>th</sup> October 2019 are true and accurate.  
Proposed: Cllr F Belgrove, all in favour.

**20/015 To receive an update on actions from the last meeting not covered elsewhere in this agenda.**  
Mrs Baxter is to speak to Mrs Salazar about the Financial Risk Assessment.  
Cllr Wiggins has no information on whether the allotment land was given to the village, it is ongoing. To add to the next agenda.  
The CiLCA bursaries have been received, well done to Mrs Salazar and Mrs Baxter.

**20/016 Summary of 1<sup>st</sup> and 2<sup>nd</sup> Quarters of 2020/21.**  
*The summary has been circulated. To review any material variances and answer any questions.*  
Council has underspent on its budget because of Covid. The handyman is working longer hours because he is litter picking too. There is some extra cleaning because of Covid.  
The budget for the booking system and heating system is to go into reserves if not spent this financial year.  
There will be CCTV expenditure in the 3<sup>rd</sup> quarter.  
It was suggested that the council writes a thank you letter to Mr Barker for all his voluntary work with the footpaths.  
It was noted that there has been no failure of the LED lights.  
It was noted that there have been no membership payments to TDALC. Cllr L Belgrove will check what is going on.  
The grants have not been advertised yet, they will go into the next Advertiser.  
The council received a £10,000 business grant, well done to Mrs Salazar.  
It was noted that the Neighbourhood Plan referendum will be paid for by TDC.  
It was discussed that we are in year 2 (out of 3 years) of using the EALC Local Services Fund to pay for the handyman’s wages. Will the council have to decide whether to take the costs on after? It was responded that it is a condition of the grant that the council adds it to its budget and precepts for it.  
Cllr F Belgrove will put the matter of finding a contractor to do the litter picking to the personnel committee.

**20/017 Draft Budget for 2021/22.**  
*To review a draft budget and discuss a precept recommendation for 2021/22. (To be finalised once the tax base figures are known).*  
The committee reviewed the draft budget and made changes. It was noted that the council no longer needs s137 for expenditure as it now has the General Power of Competency.

Signature.....

Date.....

It was resolved to agree the wages with overtime included, as overtime is often needed. Proposed: Cllr F Belgrove, all in favour.

It was resolved to add £500 printing costs for the Neighbourhood Plan. Proposed: Cllr L Belgrove, all in favour.

There will be a lot of extra work for St Peters, there needs to be a working party to decide what is needed. It was resolved to increase the budget for St Peter's to £1,500. Proposed Cllr L Belgrove, all in favour.

It was discussed that the chairman's allowance is necessary and Cllr L Belgrove suggested that the council looks into allowances for all councillors at some point to cover expenses such as printing and phone calls.

Cllr F Belgrove requested an update on the Public Works Loan Board situation, Mrs Baxter is to forward the information.

There was a discussion about a new booking system and new heating system for the Pavilion. The booking system costs should just be for the set up as the fees will be added on to the hire charge. The council is hoping to get a grant towards the new heating system. Mrs Salazar will enquire with the Essex Community Foundation.

The council is planning on getting a new litter picker, Mrs Salazar will adapt an advert. The committee asked that Mr Coham be thanked for taking it on in the meantime.

There are no planned works for the car park until we get an electric car charging point, which the council will seek to fund by a grant. It was noted that there may need to be some maintenance on the wooden barrier fencing.

The total 21-22 Budget came to £87,002. It was resolved that the Finance Committee would recommend this budget to the council for approval. It was also resolved that it would recommend making a Precept request of £86,500 with the difference to be funded from the council's general reserves.

Proposed: Cllr F Belgrove, Cllrs Osborne and Wiggins in favour. 1 abstention.

**20/018 To ratify the following expenditure approvals:**

- i) £2,500 expenditure for the village hanging baskets and horticultural project.
- ii) £2,500 for the wildlife garden and pictorial board project for the playing field.
- iii) £2,500 for the replacement of the safety matting for 2 items of play equipment.

It was resolved to approve i), ii) and iii) above. Proposed: Cllr F Belgrove, all in favour.

**20/019 Mobile CCTV cameras**

*To consider the approval of £1,050 towards the purchase of three mobile CCTV cameras. The overall cost of the cameras is £2,100 and the balance is to be sought via an Essex County Council grant via County Councillor Alan Goggin.*

It was resolved to approve the above. Proposed: Cllr F Belgrove, Seconded: Cllr Swash, all in favour.

**20/020 Review of quarterly bank reconciliations by a non-signatory of the bank account.**

*To discuss how to do this under the current situation.*

It was agreed to leave it for now, the initialling is to be done retrospectively. If we get to the end of the financial year Mrs Baxter will scan in the quarterly end points for comparison with bank statement figures.

Proposed: Cllr L Belgrove, all in favour.

**20/021 Meeting closes**

The meeting closed at 11.20am.

Minuted by Angela Baxter – RFO & Assistant Clerk  
Contact [rfoapcessex@outlook.com](mailto:rfoapcessex@outlook.com)

Signature.....

Date.....