



# TAKELEY PARISH COUNCIL

## Finance Committee

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### Meeting Notice

**Cllrs:** Phill Bodsworth, Pat Burnett, David Daykin, Sue Sprules and Jim Backus

Councillors are hereby summoned to attend the Finance Committee Meeting to be held on **Wednesday, 2<sup>nd</sup> April 2024 at 10.00am** in the Old School Community Centre, Brewers End, CM22 6SB for the purpose of transacting the business set out on the agenda below.

This meeting is open to the public and press.

*Jackie Deane*  
(Clerk/RFO)  
27<sup>th</sup> March 2024

23/58	<b>Apologies for Absence</b> To approve apologies received by the Clerk.
23/59	<b>Declarations of Interests</b> Members to declare pecuniary and non-pecuniary interests for agenda items.
23/60	<b>Minutes of the Last Meeting</b> To approve the minutes of the meeting held on 6 <sup>th</sup> December 2023.
23/61	<b>Approval of Monthly Finance Report</b> To consider the March reports and reports for the Chairman's signature.
23/62	<b>Hire Charges Review (SJH Appendix)</b> <ul style="list-style-type: none"><li>a) To consider increased hire charges for hall hire 2024-25.</li><li>b) To consider a reduced rate for community and charitable hirers.</li></ul>
23/63	<b>Old School Maintenance (Quote Appendix)</b> The MHVR is currently working on a single fan, awaiting a second fan replacement. To consider a quote from MVHR for a new fan and to service the system to the sum of £1181.32 + VAT.
23/64	<b>Sports Field Agreements</b> <ul style="list-style-type: none"><li>a) To consider arrangements for signing the annual agreement with the Takeley Football Club for use of the porta cabins and the two full-size pitches.</li><li>b) To consider issuing an annual invoice to Takeley Football Club for utilities charges at the Sports Field.</li><li>c) To consider arrangements to agree on new wording for 2024-25 Football Pitch hire agreements with other clubs and groups.</li></ul>



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23/65	<b>Earmarked Reserves (Journal Entry Appendices)</b> <ul style="list-style-type: none"> <li>a) To approve increased reserves of £500 to the sum of £2000 for IT, £2,000 for play equipment and £2,000 for election fees (£1,500 approved at the February Full Council meeting).</li> <li>b) To note approval by Full Council of a new earmarked reserve of £20,000 for Planning Professional Fees.</li> </ul>
23/66	<b>Year-End Budget Review</b> Q4 review of budget Vs actuals for the financial year 2023-24. <ul style="list-style-type: none"> <li>a) To increase the maintenance budget for 2024-25 by £250, to cover annual chair steam cleaning costs, as agreed at the February Full Council meeting.</li> <li>b) To note that UDC has agreed to collect from litter and dog bins in Priors Green, reducing future costs to TBS Hygiene for their service.</li> </ul>
23/67	<b>Internal Audit</b> <ul style="list-style-type: none"> <li>a) To recommend appointment of Val Evans PSLCC - Independent Internal Auditor - Local Councils - Internal Audit Forum Member.</li> <li>b) To recommend approval of the internal audit fee to the sum of £325 plus mileage.</li> </ul>
23/68	<b>External Audit Arrangements and AGAR</b> <ul style="list-style-type: none"> <li>a) To discuss the Rialtas year-end close-down arrangements, debtors, creditors and accruals.</li> <li>b) To discuss AGAR arrangements for the end of the financial year accounts.</li> </ul>
23/69	<b>Community Café Staffing Arrangements</b> To note the slight change of grant to the café member of staff in line with the uplift in working wage to £11.44 per hour and to consider options for employment and staffing payments for the community café.
23/70	<b>Date of the Next Committee Meeting</b> The next committee meeting is scheduled for 10am on Tuesday, 6 <sup>th</sup> July 2024.