



TAKELEY PARISH COUNCIL

Finance Committee

Minutes of the Meeting held on Tuesday, 2nd April 2024 in the Old School Community Centre.

Present: Cllrs Phill Bodsworth, David Daykin, Pat Burnett and Sue Sprules

In Attendance: Jackie Deane – Clerk/RFO

23/58	<p>Apologies for Absence Apologies were received and accepted from Cllr Backus.</p>
23/59	<p>Declarations of Interests None.</p>
23/60	<p>Minutes of the Last Meeting The minutes of the meeting held on 6th December 2023 were approved as a true record (proposed by Cllr Sprules and Cllr Pat Burnett) with the correction that the minutes of the meeting held on 30th October 2023 were approved by Cllr Pat Burnett and seconded by Cllr Bodsworth.</p>
23/61	<p>Approval of Monthly Finance Reports The monthly report was approved. The chairman signed the monthly reports for March (proposed by Cllr Sprules and seconded by Cllr Bodsworth). Action: Cllr Sprules requested a monthly receipts and payments report to include the payment description for each item.</p>
23/62	<p>Hire Charges Review</p> <p>a) RESOLVED TO RECOMMEND to Full Council to increase hire charges for hall hire 2024-25 from 1st May 2023 as follows (proposed by Cllr Sprules and seconded by Cllr Daykin): Weekday rate - £17 per hour Weekend rate (Friday evening, Saturdays and Sundays) £19.50 per hour</p> <p>Damage deposits were agreed for parties – children’s parties £100 and adult parties £200.</p> <p>b) It was RESOLVED to set a rate for community and charitable hirers as a reduction of £2 on all rates (proposed by Cllr Sprules and seconded by Cllr Daykin).</p> <p>Action: May Full Council meeting agenda item to review hall hire conditions on the published hire agreement.</p>
23/63	<p>Old School Maintenance The MVHR is currently working on a single fan, awaiting a second fan replacement. It was RESOLVED to recommend approval of the quote from MVHR for a new fan</p>



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	and to service the system to the sum of £1181.32 + VAT (proposed by Cllr Bodsworth and seconded by Cllr Sprules).
23/64	<p>Sports Field Agreements</p> <ul style="list-style-type: none"> a) It was agreed for Cllr Daykin and Cllr Bodsworth to agree arrangements with the Clerk for signing the annual agreement with the Takeley Football Club for use of the porta cabins and the two full-size pitches. b) It was agreed for Cllrs Daykin and Cllr Bodsworth to agree with the Clerk the annual invoice to Takeley Football Club for utilities charges at the Sports Field. c) Members agreed to include an allowance for power and water for additional hirers and to arrangements wording for a draft agreement for 2024-25 Football Pitch hire agreements with other clubs and groups. <p>It was RESOLVED for the Clerk to liaise with Cllr Daykin and Cllr Bodsworth on all sports field arrangements, and for recommendations to Full Council.</p>
23/65	<p>Earmarked Reserves (Journal Entry Appendices)</p> <ul style="list-style-type: none"> a) It was RESOLVED to increase Earmarked Reserves by £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). This was proposed by Cllr Bodsworth and seconded to Cllr Sprules. b) It was noted that the Clerk has set up a new earmarked reserve, following approval by Full Council of a new earmarked reserve of £20,000 for Planning Professional Fees. <p>Note: The funds approved by UDC for expenditure on the Sports Field will be held on the UDC account.</p>
23/66	<p>Year-End Budget Review</p> <p>Q4 review of budget Vs actuals for the financial year 2023-24. The reports were noted.</p> <ul style="list-style-type: none"> a) It was agreed at the February Full Council meeting that the community centre maintenance budget should be increased to cover annual chair steam cleaning costs, as agreed at the February Full Council meeting. It was also noted that there was an overspend on the annual budget. It was RESOLVED to increase the community centre maintenance budget from £2,000 to £2,500 (proposed by Cllr Pat Burnett and seconded by Cllr Bodsworth). b) It was noted that UDC has agreed to collect from litter and dog bins in Priors Green, reducing future costs to TBS Hygiene for their service therefore there should be no change to the budget.



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	<p>c) It was RESOLVED to create a new earmarked reserve for Village Planters to be transferred from the General reserve the sum of £1,000 (proposed by Cllr Bodsworth and seconded by Cllr Pat Burnett).</p> <p>d) It was noted that the pension overspend has not been fully covered in the 2024-25 budget allocation, however, it was agreed that this should be covered in the overall cost centre budgets.</p>
23/67	<p>Internal Audit</p> <p>a) It was RESOLVED to recommend appointment of Val Evans PSLCC - Independent Internal Auditor - Local Councils - Internal Audit Forum Member (proposed by Cllr Bodsworth and seconded by Cllr Sprules).</p> <p>b) It was RESOLVED to recommend approval of the internal audit fee to the sum of £325 plus mileage (proposed by Cllr Bodsworth and seconded by Cllr Sprules).</p>
23/68	<p>External Audit Arrangements and AGAR</p> <p>a) It was noted that the Rialtas year-end close-down arrangements, debtors, creditors and accruals is scheduled for 2nd April 2023 at 1.30pm.</p> <p>b) It was noted that information has been received for the AGAR arrangements on the end of the financial year accounts.</p>
23/69	<p>Community Café Staffing Arrangements</p> <p>Members agreed that there will be an increase in the grant to the café for their member of staff in line with the uplift in working wage to £11.44 per hour. The Clerk gave an update that the café group will be meeting to discuss CIO arrangement for the café. It was agreed that once trustees have been appointed, that they should make enquiries with HMRC regarding the employment and staffing a payments for the community café.</p>
23/70	<p>Date of the Next Committee Meeting</p> <p>The next committee meeting is scheduled for 10am on Tuesday, 2nd July 2024.</p>

Meeting closed at 12.22pm

Signed by the Chairman

Date