



Minutes of the Finance Committee Meeting Tuesday 11 August 2020

Via Zoom commencing at 1:30pm

FC13 / 20 Attendance and Apologies for Absence

Attendance: Cllr Booth (Chairman), Cllr Buxton, Cllr Jacklin, Cllr Evans

In Attendance: R Davies (Clerk and RFO)

FC14 / 20 To approve the minutes of 11 August 20

The committee reviewed and **resolved to approve** the minutes of the meeting on 11 August 20. These will be signed by the Chairman of the committee in due course.

Actions arising from the minutes were as follows:

- The clerk confirmed that the amendments to the SOA had been received and would be placed on the website at the earliest opportunity
- No correspondence had been received regarding the AGAR 2018 19
- The emergency contact details for RBWM would be put on the website prior to the council meeting on the 13 October but were not yet on
- PKF Littlejohn, the external auditors, had made an enquiry to determine if there had been any requests for public examination of the accounts, the answer given was no.

FC15 / 20 Public Adjournment

There were no members of the public present, therefore the Chairman moved on to the next agenda point.

FC16 / 20 Council Finance Reports

The committee reviewed the budget report for 2019/20 and for to 30 September 2020. The following actions were agreed:

- The tennis court income was highlighted as a great success and in the financial report to council it would be beneficial to highlight the activity levels as well as the income
- The committee **resolved** to separate the COVID 19 costs into a single cost centre to highlight the costs incurred by council during this period. The Clerk confirmed this would take place but not for the report to council on the 13 October due to the numerous journals which would need to be identified and made.

FC17 / 20 Budget Assumptions for 2021 22

The committee reviewed the budget assumptions from 2020 21 which form the 5-year financial strategy agreed by the council in the budget year 2019 20.

The committee **resolved** to propose the following budget assumptions to council:

1. Council assets incomes should be moved in reserves with agreed capped and target levels.
 - a. Reserve balances to be reviewed in relation to work required

2. The council will continue to support the maintenance and where appropriate the replacement of the recreation equipment at the park.
3. The council will apply 1% inflationary uplift to all externally charged items
 - a. This is changed from 3% in budget year 2020 21
4. The council will not produce an official guide in 2021 22
5. The council will support the Christmas event or other event in its place.
 - a. The budget for the event will be increased to £7,500 from £7,000
6. The council will continue to support the Bloom Project.
7. The council will continue with the service definition for Grounds Management which is currently in place.
8. The council will review the staffing levels in line with current requirements
 - a. This is a change from 2019 20 21 which retained the staffing levels
 - b. See proposal for Deputy Clerk
 - c. Amendment to Clerk's hours
 - d. Removal of dual Park keeping role
 - e. Removal of Facilities Manager and Accounts Clerk roles
9. The council will confirm projects to be delivered in the upcoming year.
 - a. Projects which are currently identified are the memorial garden at Holy Trinity Church, the increase in dog bins on PROWs and the speed camera
10. The Village Hall will remain under the management of the Charity until 2024.

NEW for 2021 22

11. The council will assume the responsibility for all the planters and green areas on Chobham Road
12. The council will move all IT support to an external contract
13. The council will use Rialtos software for the move to Income and Expenditure accounting and use RBS Software to re-state the accounts

The impact of these assumptions will be shown in the budget report prepared by the Finance Committee on the 10 November and presented to council on the 8 December as a draft budget.

Approval of the budget is required at the council meeting on the 19 January 2021.

FC18 / 20 Council Insurance

The committee received and reviewed the council insurance schedule for the year 2020 21 with the following points to be confirmed:

- The policy shows business travel is excluded, was this recently removed and what is the impact?

FC19 / 20 Capital Expenditure Request

The committee received, reviewed, and **resolved** to approve the capital expenditure request for 5 new laptops for the council team.

The current laptops vary from 7 to 4 years in age and are all i3 or below. The requirement for zoom and team meetings means that these processors are now struggling and to work effectively and remotely these require updating.

FC20 / 20 Any other business / Future meetings

There was no further business brought forward.

Next finance meeting is the 10 November for budget setting.

The chairman closed Part I of the meeting and as no members of the public were present, proceeded with the Part II closed session.