**CAPEL PARISH COUNCIL**

Minutes of the **Finance & Resources Committee** Meeting

Held at Capel Village Hall on **Monday 5 September 2022 at 7:30pm**

**Present:**

Cllr Charles Mackonochie – Chairman

Cllr Maggie Fenton

Cllr Ashley Saunders

Cllr Trevor Sawyer

**Also in attendance:**

Louise Goldsmith, Clerk & Responsible Finance Officer

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| **Agenda No** | **Minute No** |  |
|  |  | ADMINISTRATION.  Fire Exits, Assembly Point, Mobile Phones. No requests received to record the meeting. |
|  | **403** | APOLOGIES FOR ABSENCE**.**  An apology for absence was received from Cllr Patterson and the reason for absence was accepted. |
|  | **404** | COUNCILLOR DECLARATIONS**.**  None |
|  | **405** | MINUTES**.**  The minutes of the meeting held on 13 December 2021 were approved by **RESOLUTION** as a true and accurate record and were signed by the Chairman. |
|  | **406** | BUDGET 2022-2023  Members considered a spreadsheet circulated by the Clerk comparing actual expenditure to date against the budget and compared to the budget for 2021-2022. The Clerk will make some amendments and it was agreed that a further meeting is required in October to monitor the budget for the current financial year and consider a draft budget for 2023-2024. |
|  | **407** | FINANCIAL MATTERS**.**  The following reports as at the 5 September 2022 were reviewed.   * 1. Receipts and Payments Report: Noted.   2. Payments Report:   **RESOLVED:** Payments to be authorised online by Cllrs. Fenton and Mackonochie and presented at the next Full Council meeting.   * 1. Bank Reconciliation and Reserves: Noted |
|  | **408** | AGAR 2021-2022.  7.1 To note the completion of the limited assurance review for the year  ending 31 March 2022:  The External Auditor has completed the review of Sections 1 and 2  of the Annual Governance & Accountability Return (AGAR) and have  concluded that the information is in accordance with Proper  Practices and that no other matters have to their attention giving  cause for concern that relevant legislation and regulatory  requirements have not been met.  7.2 Notice of Conclusion of Audit:  The Clerk has arranged for the Notice of Conclusion of Audit to be  displayed on the website and noticeboards along with the relevant  sections of the AGAR. |
|  | **409** | FINANCIAL CONSIDERATIONS  Members the financial implications of the following proposals referred from other committees/working groups.  8.1 Review and set the allotment rent for 2023-2024  Members considered a document prepared by the Clerk giving  information on the allotment rent fees in other parishes. It was  agreed that the current rental fee is well below the average.  **RESOLVED:** To recommend to Full Council that the allotment  rental fee is increased to £22.50 for a full plot and £11.25 for a  half plot from the 1 October 2023. The Clerk will advise the  allotment holders of the increase by the 1 October 2022, giving 12  months notice in accordance with legislation.  8.2 To consider and approve remedial works required following the  inspection of trees on Parish Council owned land:  Members considered two quotes obtained by the Clerk and agreed  that a third quote should be obtained.  8.3 Proposal to plant saplings and create a new access to the public  toilets from the car park:  It was agreed that the Recreation Ground and Allotments Working  Group should obtain some quotes to be considered at the next  Finance and Resources Meeting. The Solar Farm grant could be  used to fund this project.  8.4 Proposal to improve the CCTV at the recreation ground:  It was agreed that the Clerk should obtain a quote from the  current provider to both update the existing equipment and  extend the cover. |
| **9.**  **10.**  **11.**  **12.** | **410**  **411**  **412** | Action Plan: Members considered a draft Action Plan prepared by the Clerk. It was agreed that this could be a useful working document for internal use. The Clerk will circulate to all Councillors for consideration at the next Full Council meeting.  **ANNUAL INSURANCE**  10.1 Asset Register:  **RESOLVED:** In accordance with delegated powers to adopt the Asset Register circulated by the Clerk  10.2 Insurance Renewal  Members considered three quotes obtained and circulated by the Clerk  for both one year and 3 year long term agreements  **RESOLVED:** To recommend to Full Council to renew the insurance with BHIB, on a 3 year long term agreement with Aviva. Premium for the first year will be £1664.81.  **POLICIES**  It was **RESOLVED** to recommend to Full Council to adopt the following revised policies.  11.1 Publication Scheme  11.2 Grant Policy & Application Form  **DATE OF NEXT MEETING:**  24 October 2022 at 7pm Capel Village Hall Meeting Room |

There being no further business, the meeting closed at 8.18pm

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| Signed |  | Date |  |
|  | Chairman |  |  |