

# CAPEL PARISH COUNCIL

Minutes of the **Finance & Resources Committee** Meeting  
Held at Capel Village Hall on **Monday 5 December 2022 at 7pm**

## **Present:**

Cllr. Charles Mackonochie – Chairman, Cllrs: Fenton, Patterson and Sawyer

## **In attendance:**

Louise Goldsmith, Clerk & Responsible Finance Officer, 1 member of the public

<b>Agenda No</b>	<b>Minute No</b>
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| <b>1.</b> |            | <b>ADMINISTRATION.</b><br>Fire Exits, Assembly Point, Mobile Phones. No requests received to record the meeting.   |
| <b>2.</b> | <b>420</b> | <b>APOLOGIES FOR ABSENCE.</b><br>An apology for absence was received from Cllr. Saunders and his reason for absence was accepted.  |
| <b>3.</b> | <b>421</b> | <b>COUNCILLOR DECLARATIONS.</b><br>None.   |
| <b>4.</b> | <b>422</b> | <b>MINUTES.</b><br>The minutes of the meeting held on the 24 October 2022 were approved by <b>RESOLUTION</b> as a true and accurate record and were signed by the Chairman subject to the addition of a letter to make the word 'the' in the first line of minute reference 416 and the time of the next meeting changed to 7pm in the minute reference 419. |

It was proposed and agreed to lower Standing Orders to let a School Governor speak. Members were advised that it is now estimated that the school will be £20,000.00 short of funds this academic year. An increase in heating costs and catering have contributed to the shortfall. The Governors would like the Parish Council to assist with either financial support and/or advice.

*7.23pm a member of the public left the meeting*

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| <b>5.</b> | <b>423</b> | <b>FINANCIAL CONSIDERATIONS</b><br>Members discussed the financial implications of the following proposals referred from other committees/working groups.<br><u>5.1 To consider and approve remedial works to 9 Brampton Bank:</u><br>It was agreed to include a figure of £7,000.00 in the budget 2023-2024 for the installation of a new heating system and remedial works to the flooring in No. 9 Brampton Bank. This will be taken from the reserve fund for the |
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Memorial Cottages. The Clerk will also arrange for temporary accommodation for the tenant and storage of the furniture.

5.2 Proposal to replace the doors and frames to the public toilets:

It was agreed to include a figure of £2,500.00 in the budget for 2023-2024 to replace the external doors and frames to the public toilets and the associated electrical works. A formal quote will be presented to Full Council when received.

5.3 Proposal to improve the CCTV at the recreation ground:

It was noted that tender documents were posted on Contracts Finder and the website to obtain quotes to both upgrade and replace the current system. The Clerk conducted a number of site visits. The tenders were opened by the Clerk in the presence of Cllrs. Sawyer and Patterson at 12pm on the 2 December 2022. The Clerk has circulated the quotes contained in Appendix E of the tender documents. Members agreed to consider the tenders in more detail in a virtual meeting to be arranged by the Clerk. The Clerk was also asked to obtain the answers to a few queries raised on the tenders.

**6. 424 BUDGET 2023-2024**

The draft budget was discussed. After a detailed discussion, it was **RESOLVED** to recommend the following to Full Council:

- Precept: £79,083,99 (8.00% increase)
- Band D equivalent: £83.04 (6.32% increase)

**7. 425 POLICIES: To review the Annual Risk Assessment including a system of internal control.  
Recommendation to Full Council to adopt the revised Annual Risk Assessment**

**8. 426 SMALLER AUTHORITIES AUDIT APPOINTMENTS (SAAA)**

It was noted that the SAAA has appointed Mazars LLP as the external auditor for the period 2022-2023 to 2026-2027.

**9. 427 Date of next meeting:**

It was proposed and agreed to hold the next meeting on the 22 May 2023 at 7pm in Capel Village Hall.

There being no further business, the meeting closed at 8.27pm

Signed:

Date:

