

Minutes of a Meeting of Comberbach Parish Council's Finance Committee held on Friday 7 January 2022

Present

Councillor Steven Hornby (in the Chair)

Councillors:
Jill Johnston
John Ryder

Denise French (Clerk)
Stephen Penwill (RFO)

The Meeting started at 2.00pm.

1. Appointment of Chairman

RESOLVED: That Cllr Hornby be appointed Chairman for the meeting and Councillor Johnston be appointed Chairman for the remainder of the municipal year.

2. Appointment of Vice Chairman

RESOLVED: That Cllr Ryder be appointed Vice Chairman for the remainder of the municipal year.

3. Apologies for absence

An apology for absence was received from Cllr Bradley.

4. To receive Members' Declarations of Interest

None

5. Minutes

RESOLVED: That the Minutes of the Meeting of the Finance Committee held on be approved as a correct record.

6. Mileage costs

The Committee considered reimbursing the Chairman for mileage costs incurred on a round trip of 180 miles to Selby to return the swing legs which were not fit for purpose.

RESOLVED: That the Council be recommended to pay the Chairman a sum of £30 towards mileage costs of 180 miles for returning the swing legs to Hags in Selby.

7. Review of Quarter 3 Budget Report

The Parish Council reviewed the Quarter 3 budget report. The RFO highlighted the following:

- Advertising income had reduced;
- The maintenance budget was underspent but the budget could be used towards the new swing option for the budget for 2022 – 33.
- The noticeboard budget was unspent; the Chairman reported that the noticeboard on Gibb Hill had been reinforced which should maintain it for a few years.

RESOLVED: that the Quarter 3 budget be received.

8. Full Year 2021/22 Forecast

The RFO presented a forecast of receipts and payments for the full year 2021/22 in which a transfer from Reserves of £19,653 had been made, with an anticipated surplus to Reserves of £8,000 at the year end.

RESOLVED: That the report be noted and discussed alongside the forthcoming budget.

9. Online Storage Solution

The RFO had prepared a report on options for online storage as the current Dropbox facility was nearly full. The website provider had recently submitted some suggestions so the RFO would consider these and prepare a report for the Parish Council.

RESOLVED: That the Online Storage Solution be considered at the Parish Council meeting on 18 January 2022.

10. Recreation Area Infant Swings

The Committee considered options for a replacement swing set following the unsuitability of the replacement swing legs.

RESOLVED: that the sum of £7,000 be included in the forthcoming budget for 2022/23 to replace the swing set.

11. Projects

The RFO presented a list of potential projects for consideration which the Committee reviewed.

RESOLVED: That the following projects and budget allocation be recommended to the Council:

- Swing set - £7k in the budget for 2022/23
- Defibs – to be checked as to budget requirements and timescales

- Zip wire landing and Zip Wire replacement – keep in Reserves list
- Car parking resurface – remove from list of projects
- Multi play replacement – in Reserves for 2024/25, figure to be confirmed after seeking advice from play equipment providers
- Gibb Hill noticeboard - £1k in reserves for 2023/24
- Table Tennis table - £1k in the budget for 2022/23
- Jubilee commemoration - £1k in the budget for 2022/23

12. Draft budget for 2022/23 and precept

The Committee considered the draft budget and precept level for 2022/23. The RFO presented the full year budget which, before any project expenditure, predicted a carry forward figure of £4,858. In view of anticipated inflation and future projects the Committee discussed recommending an increase in the level of precept and the RFO to include that in a revised Budget 2022/23 proposal.

RESOLVED: that Council be recommended to approve an increase in the precept of 4%.

13. Reserves

The Committee considered the Reserves list. There was a budget amount of £10k for footpath repair which the Committee recommended be split between footpath repair and equipment.

RESOLVED: that Council be recommended to approve the current Reserves of £10k for the footpath be allocated as follows:

£2k – footpath

£4k – new equipment at the Recreation Area

£4k – replacement equipment at the Recreation Area

14. Staff salaries

The Chairman had sought advice from Chalc on salary levels for the Clerk and RFO based on relevant staff experience, qualifications and the Council's level of activity and responsibility. Chalc had advised that current salary levels were broadly appropriate. In view of responsibility for the website as well as finances the Committee agreed to recommend that the RFO receive one further increment.

RESOLVED: that

(a) the Clerk salary be set at the current SCP of 22:

(b) the RFO be awarded one increment to increase the salary to SCP 11;

(c) no further increments be awarded and contracts be amended accordingly but should there be any future changes to the council's services or responsibilities then contracts and salary levels will be reviewed at that point.

The Meeting closed at 3.28pm

Cllr Steven Hornby (in the Chair)

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