Evercreech Parish Council

Minutes of the Finance Committee Meeting of Evercreech Parish Council held this day 21st October 2020 in Evercreech Village Hall, Victoria Square, High Street, Evercreech at 7.00pm.

PRESENT AT START OF MEETING: Sarah Breare, Rob Reed, Mark Saunders

Also present: Lynn Crisp (Clerk) & 0 members of the public.

| ltem | | Action |
|------|---|-----------|
| | Open Session | |
| | This item does not form part of the minutes of this meeting. | |
| 001 | Apologies | |
| | None received. | |
| 002 | Confirm MS as Chair of Finance Committee | |
| | Proposed RR | |
| | Seconded SB | |
| | Agreed | |
| | Agree minutes of meeting 08 09 2020 | |
| | MS Proposed | |
| | RR Seconded | |
| | Noted: | |
| | Quorum of 2 – this change in the Finance Regulations would trigger an amendment to Standing | |
| | Orders. Should we keep this change or request another Cllr for the Finance Committee? | |
| | Resolve: | |
| | Keep as quorum of 3 and request another member. | LC |
| | Agenda Item Full Council meeting. | complete |
| 003 | Finance regs | |
| | Agreed by this committee | |
| | Comments: | |
| | Point 11 h Contracts - 3 quotes requirement changed on master to £1,000 | |
| | Point 1.14 has been changed from £5,000 to £2,000. | |
| | Resolution: Take to full council. Recommend approval of the new fin regs. | |
| | Proposed: MS | |
| | Seconded: SB. | |
| | All agreed | |
| | Clerk to amend regulations as per above and take to Full Council in December 2020 for agreement | LC |
| 005 | Policies to be updated | |
| | Resolution required: | |
| | Proposal to ask full council regarding the policies and for full council to review and suggest | LC agenda |
| | amendments. December 2020. | item |
| | Resolve: | |
| | All agreed. | |
| 005 | To set out and agree budget setting timeline and dates of meetings | |
| | We will aim to present the budget at the Full Council Meeting in December. | |
| | Noted from sample budget: | |
| | Allocation between Cemetery and maintenance not quite right. Hard to see actual spend and does | |
| | not seem to match the budget. | |
| | MS has analysed figures and will email this to Clerk. | MS |
| | Proposal to collapse codes and have actuals on the budget. This will be clearer. May need the input | |
| | of the accounting software company. | |

| | All agreed | |
|-----|---|----------------|
| | MS proposed to meet with RFO with the accounts system to go through codes 4510 – 4560 4310 to 4340 And look at allocation problems. | MS/RFO |
| | Next year we will allocate time points where we review budget and spend during the year and achieve the aim of creating a zero based budget as required by the auditor- | |
| | To implement zero based budgeting, through the year all costs have to be reviewed from zero level to a revised new level of predicted spend and not based on carrying forward last years number. RFO can create a schedule and allocate a timetable to review certain cost lines during the year. All agreed. | |
| | Timetable: | |
| | Finance Committee will meet with RFO 1 st or second week of her being employed. Come up with a budget based on the draft being discussed tonight. | |
| | Meet again as a committee prior to full council in December. | IC |
| | RR Tues/Weds 20 th November 10.00 SB RR MS Julie. Village Hall LC email Julie. | complete MS |
| | MS and Julie possibly meet prior to this 09 11 2020 MS to arrange. | |
| 006 | Meeting Close time: 20:35 Lynn Crisp | |