

Evercreech Parish Council

Minutes of the Finance Committee of Evercreech Parish Council held this Tuesday 14th September 2021 at Evercreech Village Hall, start time 7pm.

PRESENT AT START OF MEETING: Cllr Mark Saunders (MS), Cllr Rob Reed (RR), Cllr Michael Muncer (MM),

Also present: Julie Bolton - RFO & 0 members of the public.

Item No		LEAD
	Open Session Members of the public are invited to speak for 3 minutes. This item does not form part of the minutes of this meeting.	
001	Apologies for Absence	
002	Declaration of Interests and Dispensation None Cllr Sarah Breare (SB) arrives 7.02pm	
004	Consider where we are against the budget so far this year RFO reported to cllrs that overall, most areas are on track with expenditure. Areas including the website and insurance have been slightly overbudget. Very small variances. Main area of extra expense was the RFO replacement computer. Unexpected expense of £673. This had been planned for 22/23 budget. MM suggested reducing costs of the Millennium Garden by inviting volunteers to help maintain. RFO explained EPC are in a contract until 2023. MS suggested contracts to be reviewed with SB raising when we can put feelers out for possible alternatives. MS felt that we could take this opportunity to vary contracts for future. Finance Committee to review contract and suggest changes. RFO to send contract to Finance Committee. MS questioned whether the budget allocated for signage (£5000) in the village is a likely expenditure. SB reported that there had been an email from a haulage driver complaining about poor sign location. MS to propose to full council a review of the signage reserve with the objective to reduce this reserve to £2000 with the other £3000 to be redirected to election fund. RFO raised Veolia expenditure and how this needed to be split between the cemetery and village hall, MS suggests could be a potential virement during half yearly review.	
005	Begin to look at budget for 22/23	

	<p>RFO refers to budget list for 22/23. MS explained that in previous years reserve funds had not been created and that now we need to build these up. MS raised that the skatepark removal has a large liability of £7000 for next year which EPC will be obligated to pay if the MDC grant application is not successful. MM asked as to whether liability was agreed in writing. RFO to refer to minutes of full council when this was agreed and to speak to Clerk. Finance committee asking skatepark working party to review the skatepark invoice for demolition and costs.</p> <p>SB explained where the QRPF wall was hit it has not been completely repaired. SB thinks we will need to budget for the damaged area that was not fixed. This had been put into the potential budget as £5000 based on quote prior to car hitting wall. MS proposes we reduce to £2000 as some repairs carried out through insurance (not the councils) this year.</p> <p>RFO raised that there would be more non urgent tree work in QRPF to be carried out next year. This would add £320 to budget ist.</p> <p>RFO to chase quotes for Lych Gate repairs.</p> <p>RR suggested that the election fund needed to be raised to £6000. RR raised that elections are likely to be 2023/24 so will require £4500 for next year if we budget £1500 for following year. Proposal: RR Agreed: MS Outcome: AGREED</p> <p>Proposal: To move underspend of this year to move into election fund reserve. Proposal – MS Agreed: RR Outcome: AGREED</p> <p>It was felt all other areas on the budget list should be included for next year.</p>	
006	<p>Consider Audit report 2021 - Management of reserves</p> <p>MS and RFO report that there are underspends in areas such as Councillor expenses that could be reallocated to areas where we have shortfalls. MS explained that our reserves are very low (in support of our recent audit) and that these areas require boosting in order to be in line with need. RFO's budget allocation for 22/23 suggests that both the defib fund and the election fund are areas to raise funds. RFO tasked with looking at possible virements in this year's budget. Review of virements to take place during the month of October by RFO and MS.</p>	

	<p>Action: In October RFO to remove unused expenditure to put towards the reserves</p> <p>Proposed: MS</p> <p>Seconded: MM</p> <p>Outcome AGREED</p>	
007	<p>Grants and Funding</p> <p>Skatepark – MDC and other grant applications</p> <p>RFO explained where application for the skatepark stands at present. Moving forward Skatepark working party to take over writing grant applications for the skatepark if further are needed. MS to join Skatepark Working Party.</p> <p>RFO to send grant information to skatepark committee and Cllr O’Leary with deadline.</p> <p>Hedgerow fund</p> <p>RFO report that this was for the QRPF area and that the application being put forward was applying for £295. RFO raised that if grant is not success then we should budget next year for hedges in main playing area.</p>	
008	<p>Agenda Items for next meeting</p> <ul style="list-style-type: none"> - Review of half year in October via actions financial subsidy meeting - Budget setting for 22/23 	
009	<p>Date of next meeting –</p> <p>Tuesday 9th November 2021 7pm Village Hall</p>	
010	<p>Close of meeting.</p> <p>Name RFO</p> <p>Time 8pm</p>	