

Minutes of the Fressingfield Parish Council Finance Committee meeting held in Sancroft Hall, Fressingfield on Tuesday 20<sup>th</sup> April 2023 at 7.30pm.

**Present:** Councillors Tom Lindsay, Nick Stolls.

**Also in attendance:** Andy Parris, clerk to the council and responsible finance officer (RFO).

- 1 Cllr NS chaired the meeting and welcomed everyone.
- 2 Apologies for absence Cllr Garry Deeks had informed the Chair that he may be late.
- 3 Members' declarations of interest relating to an agenda item There were none
- 4 Notification by councillors of any lobbying related to an agenda item There had been none
- 5 Public Forum There were no members of the public present.  
(Cllr G Deeks arrived at 7.42pm. He confirmed that he had no declarations of interests nor had received any lobbying relating to an agenda item.)
- 6 To review end of year financial documents from 2022-23
  - 1 payments and receipts compared to budget plan - the committee discussed those lines of the budget where actual expenditure varied from the budget by 10% or more, if the value of the difference was above £100. Councillors noted that £1,050 of the in-year contingency had been used. The committee discussed how it will need to monitor any neighbourhood community infrastructure levy income (NCIL) to ensure that it is allocated to council projects. All NCIL needs to be spent within the timescale laid down by the district council.  
**RFO to revise the NCIL worksheet.** The committee agreed that a NCIL receipt and expenditure form will be published on the website.  
The end of year reconciliation sheet was agreed to be accurate and signed.
  - 2 year in summary compared to previous year - the committee's discussion of this document centred on the council's policy to manage its accounts so that most of its funds are in the investment account. Money is moved monthly from this account to the current account to cover anticipated need. The committee also noted that for audit purposes, any home working allowances are not part of staffing costs.
  - 3 accounting statements for the Annual Governance and Accountability Return (AGAR section 2) This statement is a key part of the annual audit. The committee discussed how it links to the *year in summary* worksheet discussed at item 6.2. The committee was satisfied that the AGAR s2 had been correctly completed.

As a result of its discussions, the committee will recommend that the full council can accept all three documents at its meeting on 16/05/2023.
- 7 To consider an application for a grant received from the scouts. This is for a contribution towards the cost of a portable defibrillator. The committee agreed to give £350 towards this, with the proviso that financial records, omitted from the application, are sent to the RFO.

- 8 Cllr GD presented a draft explanation of how the Fressingfield Community Fund will operate. Currently the parish council holds the funds of the charity, ring fenced in its current account. This hardship fund will offer cash payments, on application, to parishioners facing financial hardships. The committee discussed some details of the scheme. The committee recommended that Cllr GD presents the suggestions for full discussions at the council meeting on 15/05/2023.
- 9 It was agreed that the next meeting will be Thursday 13<sup>th</sup> July 2023 in Sancroft Hall at 2.00pm.

There being no further business, the meeting closed at 8.55pm.

Signed:



Chairman

Date

20/4/23



Date of council meeting:	Finance committee meeting on 20/04/2023	End of Year Statement
--------------------------	---	-----------------------

Current account and instant access account statements were issued on 31/03/23

**Current Account** balance cf from statement no. 106 £5,983.33

Previously agreed payments not yet on statement  
None

New payments to be authorised  
None

£0.00

£0.00

New receipts to acknowledge  
None

£0.00

£5,983.33

**Instant Access Account** balance bf from statement no. 92 £60,653.68

New receipts to acknowledge  
None  
New payments to be authorised  
None

0.00

0.00

0.00

£60,653.68

Total in both accounts £66,637.01

Ringfenced reserves  
Neighbourhood Watch  
Playground  
Fressingfield Good Neighbours Scheme  
CIL  
Fressingfield Community Fund

280.00  
1,600.00  
850.00  
11,973.69  
2,417.12

£17,120.81

Contingencies  
Emergency  
Assets (capital)  
In-year

15,000.00  
7,000.00  
950.00

£22,950.00

Total 'set-aside' sum £40,071

**Balance of available funds 31 March:** £26,566

NB Transfer from instant access account to current account to maintain current account balance close to £6,000 = £100



20. April. 2023.