



# Fressingfield Parish Council

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Minutes of the Fressingfield Parish Council Finance Committee meeting held in Sancroft Hall, Fressingfield on Thursday 13<sup>th</sup> July at 2pm.

Present: Councillors Hilary Day, Garry Deeks, Tom Lindsay and Nick Stolls.

Also in attendance: Andy Parris, responsible financial officer (RFO).

- 1 The outgoing Chair welcomed everyone to the meeting.
- 2 Cllr NS was re-elected as the Chair of the committee.
- 3 Apologies for absence: There were none.
- 4 Members' declarations of interest. There were none.
- 5 Notification by councillors of any lobbying related to an agenda item. There had been none.
- 6 The committee reviewed the council's finance regulations. It was decided that no changes were needed to be made and that the full council would be advised to this effect.
- 7 The terms of reference for the finance committee were reviewed. The committee decided to recommend the following changes:
  - I The committee will consist of four members.
  - II The committee will draw up an additional two years of draft budgets when it presents the annual draft budget in December for the full council to consider each year, (i.e. draft budgets for the subsequent three years).
  - III The committee will have the responsibility to monitor the neighbourhood community infrastructure levy (NCIL), income and expenditure. It will provide the full council with a quarterly report relating NCIL income and expenditure to the Parish Infrastructure and Improvement Plan (PIIP).
- 8 Public forum No members of the public were present.
- 9 The council reviewed the existing risk assessment document. The committee will recommend the council adopts the risk assessments with the addition of a more complete description of how the council monitors its financial position.
- 10 The committee reviewed the payments and receipts of the first quarter compared to the budget plan. Councillors were satisfied that there were no items to cause concern. It was agreed 1) the donations made to area organisations which provide a service to parishioners would be given in November. 2) to discover whether there is a need for the locality grant that the parish council is holding for the Fressingfield Good Neighbours Scheme. **RFO and Cllr GD to develop a spending scheme for the Fressingfield Community Fund**
- 11 The committee reviewed the internal audit report for 2022-23. It was noted that there were no significant issues arising from the report. Minor items which will be met in future include 1) access to the register of councillors' interests 2) publicising any item over £500 3) extend the website's accessibility statement to cover all pages.
- 12 Previously, the council had agreed to contribute £10,000 to the project to revamp the children's play area. The council was also 'holding' £1,600 raised for this project by Claire Foster-Clarke in 2016. This £11,600 was paid by bank transfer to Fressingfield Playing Field Management Committee following the meeting.

There being no further business, the meeting closed at 3.45pm.

Date of the meeting: 13/07/2023

Signed

Chair of the committee

Date

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**Current Account** Closing balance statement no 108 (31 May) £6,082.38

Payments and receipts for approval not on statement 108

Payment for...	Period covered by payment	Amount
Street lights maintenance	June	29.64
Staffing costs	May	995.84
Pay card purchases	May	48.17
HMRC	April 23 - June 23	677.60
Hosting website	April 23 - Mar 2024	150.00

1,901.25

Receipts  
There are none

0.00

£1,901.25

£4,181.13

**Instant Access Account** Closing balance on statement no 94 (31 May) £93,853.68

New receipts to acknowledge  
None

0.00

0.00

93,853.68

Total in both accounts £98,034.81

Ringfenced reserves

Neighbourhood Watch	280.00
Playground	11,600.00
Fressingfield Community Fund	2,417.12
Fressingfield Good Neighbours Scheme	850.00
Neighbourhood CIL	23,328.87

£38,475.99

Contingencies

Emergency	15,000.00
Assets (capital)	7,000.00
In-year	2,000.00

£24,000.00

Total ringfenced £62,475.99

**Balance of available funds on 16/05/2023:** £35,558.82

balance available at May reconciliation £37,310.07  
balance available at April reconciliation £37,310.07

Recommended transfer from instant access account to current account to maintain current account balance close to £8,000 = **£3,900**



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