



Minutes of the Fressingfield Parish Council Finance Committee meeting held in Sancroft Hall, Fressingfield on Tuesday 3rd December at 2pm

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

Also in attendance: No members of the public; Andy Parris, responsible finance officer (RFO).

- 1 Cllr HD chaired the meeting. She proposed re-arranging the agenda as it made sense to discuss staff contracts before any budget revision. The committee agreed to this change.
- 2 Apologies for absence There were none.
- 3 Members' declarations of interest and requests for dispensations. Cllr NS explained that he is a member of St Peter and St Paul PCC which is applying for a grant. (See item 10.)
- 4 Notification by councillors of any lobbying related to an agenda item. There had been none.
- 5 The committee decided, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public to excluded from the meeting. The committee then discussed staff contracts. This is separately minuted.
- 6 The meeting was re-opened to the press and public.
- 7 The committee reviewed third quarter payments and receipts compared to the budget plan The committee discussed the considerable effect that unexpected changes of staff had on lines in the Staff and Admin. The committee also discussed in detail the balance between grants and donations made under the Local Government Act 1972 s137.
- 8 The committee considered options for a budget revision The committee discussed changes to individual lines of the budget plan. Most significantly, these included the effect of staff changes in July, August and September and from December onwards. In the budget revision, the committee will advise the council to introduce a new line in the budget to show payments for the review of the Neighbourhood Development Plan coming from the grant the council has received. The committee will recommend that details for the use of CIL, the NDP review grant and sum set aside for non-CIL assets maintenance and development be shown in earmarked reserves and fed into the budget as payments are made.
- 9 The committee reviewed the community infrastructure levy (CIL) plan. The committee reviewed the complex CIL budget monitoring statement. Concern was raised about the payments made to the council: it is unclear on the district council site whether payments previously notified to the parish council had been collected by the district council. The committee also discussed the apparent lack of activity on the housing development on New Street. Cllr HD will raise this with district council officers.
- 10 The committee considered options for a draft budget for 2025-26 and 2026-27 to present to the full council. The committee discussed the lines with significant differences between this year's plan and the draft for 2025-26. i.e. those with more than just differences due to inflation. These are the result of staffing reorganisation; the finance support packages being used and proposals for using earmarked reserves.

Date of the meeting: 03/12/24

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- 11 The committee also noted that during the year, three contracts for services are due for renewal (streetlights, insurance and grounds maintenance). In previous years, these have been negotiated as three-year agreements. The committee decided that the issue of making donations to local organisations and the amount set aside for grants should be reviewed by the full council. (Cllr TL left the meeting.)
- 12 The committee discussed an application for a grant from St Peter and St Paul Parochial Church Council. Cllr HD asked Cllr NS to remain in the room despite his declared interest in this matter. She felt he might have information which would help the committee in its discussions. After a discussion, as the application is for more than £1000, the committee decided to put the application on the agenda of the full council meeting on 17/12/2024. (Cllr TL left the meeting.)
- 13 It was agreed that the next meeting of the committee would be on Thursday 6th February 2025

There being no further business, the meeting closed at 4.05pm.

Signed: 
Chair

Date 17.12.24