**BOTTISHAM PARISH COUNCIL**

**FINANCE COMMITTEE**

**AGENDA**

**TO BE HELD ONLINE TUESDAY 26 JANUARY 2021, 7PM**

To join the meeting, please click on the link below:

<https://us02web.zoom.us/j/81469940199?pwd=cjB6b0wxcHk5dHNJcXdRRlpFSjNWUT09>

1. APOLOGIES FOR ABSENCE
2. MINUTES OF THE LAST MEETING (19 October 2020) – Attachment 1
3. MATTERS ARISING

a. Bank signatories – Cllr Winkcup added

b. Parish Council Banking Arrangements update

c. S106 funds held by ECDC

d. Grant to Saplings pre-school

1. INTERNAL AUDITOR – update from Clerk
2. NEW CEMETERY – update from Cllr Ogborn
3. CURRENT INCOME AND EXPENDITURE
4. DRAFT BUDGET FOR 2021-22
5. RENOVATION OF BUS SHELTER – Confirmation of selected contractor

9. DATE OF NEXT MEETING

Attachment 1

**BOTTISHAM PARISH COUNCIL**

**MINUTES OF FINANCE COMMITTEE**

**Held on Wednesday 19 October 2020 by online meeting**

**PRESENT**

Cllr Clarke – Chair. Cllrs Buchanan, Ogborn and Winkcup.

**1.** **APOLOGIES:**

None received

**2.** **MINUTES OF LAST MEETING (11August 2020):**

Approved unanimously

**3.** **MATTERS ARISING:**

None

**4.** **REVIEW BANK SIGNATORIES AND PROCEDURES:**

Cllr Clarke advised that the authorisation procedure is for payments due to be presented to the Parish Council meeting, or within delegated limits, to the Finance Committee. The Clerk then makes the payments and sends a copy of the statement showing those payments to the Chair of the Finance Committee. The Committee did not wish to require additional signatories at this stage as this might cause administrative delays.

**Action:** The Clerk will obtain the necessary forms to add Cllr Winkcup as a signatory and remove Claire Fullwood.

**5.** **REVIEW OF PARISH COUNCIL BANKING ARRANGEMENTS:**

Cllr Clarke said that he had asked the Clerk to investigate whether better returns could be obtained on the Council’s cash investments from a different financial institution. He said that the improvements that might be achieved were so marginal that the administrative costs of securing them would exceed any additional income obtained. What had emerged from the investigation is that the overall investment in Lloyds exceeds the level of £85,000 which the government would guarantee in the event of the bank failing. Accordingly, the Committee accepted the recommendation that this amount should be transferred to an account with Cambridge Building Society specifically offered to local councils.

**Action:** The Clerk to put on the November agenda of the Parish Council with the Committee’s endorsement of the recommendation

**6.** **CIL MONEY**

Cllr Buchanan confirmed that there were no current developments on which the Parish Council is awaiting a CIL payment. Cllr Clarke alerted the Committee to the advice from Emma Grima from ECDC, in respect of CIL payments that might be due from the development of a retirement village. This depends on the use to be specified in a full application: if it is C4, which is usual for such an application, CIL would not be payable. If it is C3, which means that anyone can occupy, CIL would be payable.

The Clerk advised that a payment of the “meaningful proportion” of CIL had been received from ECDC amounting to £297.95.

Cllr Buchanan alerted the Committee to possibility of changes to the CIL process arising from the government’s planning white paper. She is awaiting further advice from ECDC Planning as it prepares a response to the document.

**7.** **S106 FUNDS HELD BY ECDC**

Cllr Clarke advised that ECDC are holding a sum of £45,000 from the developer of Lysander Close to support the development of infrastructure facilities. In order that the developer is not able to argue that the sum is not being used as intended, the Parish Council must demonstrate its progress in implementing plans for its use.

**Action:** Clerk to diarise to liaise with Cllr Clarke to send update to Emma Grima at end of November.

**8.** **GRANTS**

The Committee considered the application for grant funding from Saplings Preschool. Members recognised the important contribution of the preschool and the difficulties encountered by small not for profit groups during the pandemic. The Committee resolved that a grant of £300 should be awarded as a one-off recognising the current exceptional circumstances. The Clerk was asked to seek information from the group about how the money is spent.

**Action:** The Clerk to write to Saplings

**9.** **INTERNAL AUDITOR**

The Clerk asked for permission to contact the Internal Auditor to ensure the Council’s system meets standards required by the Council. This was agreed.

**Action:** The Clerk to contact the Internal Auditor by end of December

**10.** **COSTS ASSOCIATED WITH NEW CEMETERY**

Cllr Ogborn reported that there had been no progress since the last meeting, as the relevant staff of the National Trust who need to agree the proposal have been furloughed, but should be returning at the end of October. He is continuing to seek contact with them as well as securing commitment from Emma Grima, on behalf of ECDC, to support the compulsory purchase of the new cemetery site by the Parish Council.

**Action:** Cllr Ogborn

**11.** **CURRENT INCOME AND EXPENDITURE**

The Clerk confirmed that the second instalment of precept had been received. It was noted that expenditure is substantially below budget ,on account of normal maintenance activity being affected by the lockdown as well as preventing progress on the Play Area project. The Clerk reported that Amie Fullwood is stepping down from her litter-picking role at the end of the month. An advert will be drafted seeking applications clarifying that the role is only available to people above compulsory school age.

**Action:** The Clerk

**12.** **ANY OTHER BUSINESS**

a. Cllr Winkcup suggested that it could be possible to run a spur from the floodlight on the SW corner of the Church to power lights on domestic scale Christmas Tree at a small cost.

**Action:** The Clerk to raise informally with the Vicar

b. Overgrown trees on Tunbridge Lane: Cllr Ogborn and the Clerk had discussed this issue raised by Cllr Winkcup at the October Parish Council meeting. Cllr Winkcup had previously raised the matter as a fault with Highways in 2019. However we are unsure that any substantive works has been carried out, beyond a limited trimming of branches around an obscured street light. Regrowth was now obscuring the light again and lateral growth is starting to intrude onto the pavement. This impacts on the safety of pedestrians and cyclists. Whether the tree is the direct responsibility of Highways or belongs to a private householder, as previously suggested by Highways, it is the responsibility of Highways to find a sustainable long term solution to ensure the safety of residents. The Committee proposed that we would recommend to full Council that the matter be reported again as a fault with Highways, following a letter to the adjacent householder alerting them that we would be doing so.

**Action:** Chair to communicate with full council that the Clerk drafts a letter from Cllr Ogborn to the property owner ,explaining that the Council will be raising the matter as a fault with Highways. Then Cllr Winkcup to report as a Highways Fault.

c. The laptop used by the previous Clerk was old and functioned very poorly. It urgently needed replacing, as the Clerk was having to use his own computer for Council business. The Committee noted that Cllr Winkcup, after consulting with the Committee separately, had purchased a new laptop for the Clerk at a cost of £634.46 and was kindly assisting with the install.

The Clerk left the meeting.

**13.** **RESERVED MATTER: CLERK’S PENSION**

The Council is bound to auto-enrol the Clerk in a pension scheme. However, the Clerk has written to indicate that he wishes to opt out of a Council provided scheme, with any monies due invested in his personal SIPP. This will save the Council the considerable cost of setting up a scheme - not currently having one in place at present. After discussion, the Committee agreed to contribute to the Clerk’s pension at a rate of 3% on ALL earnings. The Clerk is required to make a personal contribution of 5% on earnings. The sum will be made as a single payment at the end of the financial year.