

**Finance Committee Meeting**

**Draft MINUTES of the Finance Committee Meeting held on Monday 16th November 2020**

**PRESENT:** Cllr C Beglan, Cllr P Heeley (Chairman), Cllr G Lockerbie and Cllr A Lisher

**ALSO**: Clerk to the Council

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: 0

**The Chairman opened the meeting at 20:00 hours**

1. There were no **APOLOGIES** for absence.
2. There were no **DISPENSATION** requests and no **DECLARATION OF INTEREST** on Agenda items.

1. The **MINUTES** of the meeting held on 6TH January 2020 were approved with one amendment to show there were no apologies for absence
2. **To Review the Council’s Financial Regulations**

The Financial Regulations were reviewed and it was **RESOLVED** to recommend that clause 4.4

be amended to show that all Council budgets are reviewed annually in November.

1. **To Review the Council’s Standing Orders**

The Council’s Standing were reviewed with NALCs model document and previous advice from

SLCC and SSALC about voting. It was **RESOLVED** to recommend that item **1(**r) on voting for election

of the Chairman and Vice-Chairman and co-option of new Councillors is by written ballot and no amendment to ‘clause s’ on recorded voting.

1. **To Review and Recommend the draft Budget and Precept for 2021/22**

Members reviewed the draft budget and reports prepared by the Clerk and the Council’s requirements for the forthcoming financial year.

 It was noted that reserves are higher than usual where net expenditure has been much less

 than anticipated. This is largely due to the 2020 Coronavirus pandemic which has impacted on

 the availability of contractors to carry out some of the Council’s planned spending requirements

 but it is hoped works will be completed within this financial year; Community Infrastructure Levy

 of £13,438.20 being paid directly to the Council for the first time. Of this, £2000 has been awarded

 to the Chanctonbury Leisure Centre in a neighbouring parish which had been threatened with

 long-term closure due to the pandemic. The balance is held in reserves towards the Council’s

 capital project of a ‘link pathway/safe ‘Walking Bus’ route on the Recreation Ground, expected

 to cost in the region of £30,000. The Committee considered that General funds should be

 increased from the predicted surplus of the budget, due to the uncertainty of continued impact

 from the virus on the Council’s operations, and to use towards the capital project.

It was **RESOLVED** to recommend the following adjustments:

* Training: increase from £50\* to £1500 (\*error in draft proposed figure) +£1450
* Grants/donations: increase from £500 to £2000 +£1500
* Recreation Ground maintenance: reduce from £4000 to £3,500 - £500
* Repairs on Recreation/Play Area: increase from £1500 to £2000 + £500
* Reserve for tree works: increase from £3000 to £5000 +£2000

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 **Net increase to budgets & reserves +£4950**

 **Increase General Balance from £11000 to £15459 +£4459**

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The draft tax base figure 2021/22 has been received from Horsham District Council (HDC),

the parish’s precepting authority, as follows:

* **Tax based of 1088.9** (1093.6 in 2020/21): any changes to be reported by HDC in December. It has warned that due to the Coronavirus there has been a significant increase in the number of council tax support Claims, which in some parishes has negatively affected the tax base,
* **Environmental Cleansing Grant**: £1921 based on current grant allocated by HDC. Amount

unconfirmed by HDC but has increased slightly each financial year. The grant is used towards the weekly litter collection service.

The Committee **RESOLVED** unanimously to **Agree to Recommend** to the Full Council there

there should be no increase in the Band D precept figure of £38.22. This was agreed on the basis that according to the draft figures and taxbase, Washington Parish would receive 41,618 in comparison with £41.808 in 2021/22.

It was agreed that these proposals would be presented to Full Council on 14th December when it is anticipated that HDC will have confirmed the council tax base figures and grant.

1. **To Agree date of Next Meeting.**

To be arranged when required.

**The meeting closed at 20:45hrs.**