

SLAUGHAM PARISH COUNCIL



Finance & Policy Meeting

Members are summoned to a Meeting to be held on
Monday 27th November 2023 at 6.00pm – The Sports Pavilion, High Street, Handcross

Sally Mclean - Clerk to the Council Email clerk@slaughampc.co.uk Website: <http://www.slaughampc.co.uk>

Press and Public are welcome to attend - Public attendance at Parish Council meetings - The Parish Council is an open and transparent local authority and encourages public attendance at meetings.

Present: Cllr's David Dunn, Eric Prescott, Bob St George,

F11/01 Apologies for absence Cllr Jane MacNaughton

F11/02 Declarations of Interest: None

F11/03 Minutes of the meeting of Finance & Policy Committee 5th June 2023
To receive and adopt the minutes. **Matters arising from the Minutes –** To note any matters arising from the minutes. Proposer Cllr St George, Cllr Dunn **APPROVED RESOLVED**

F11/04 Adjournment for questions from the public: The Committee is to consider whether to adjourn the Meeting in accordance with Clause 1(d) of Standing Orders, in order to receive questions from members of the public. None

F11/05 Members are asked to review and consider minor modifications recommended and RE-ADOPT the NALC Model Financial Regulations cc'd in advance. RECOMMENDATION: Adopt [NALC Model Financial Regulations](#). 4.1 Include line to allow payments Proposer Cllr Dunn, Cllr Prescott **APPROVED RESOLVED**

F11/06 Financial Monitoring Review Income / Expenditure Review 2023/24: To note the account records in accordance with the Financial Regulations of the Parish Council, as follows:
The Committee is asked to review the income and expenditure against budget 2023/24 to include reserves position and to consider and approve other financially related matters if necessary *cc'd in advance*

- (a) Ref: Detailed Income & Expenditure by Budget Heading
- (b) Ref: Income and Expenditure Account for Year Ended
- (c) Ref: Summary Income & Expenditure by Budget Heading
- (d) Ref Balance Sheet as at 31st March 2023
- (e) Ref Trial Balance as at 31st March 2023
- (f) Receipts 1st April 2023 – 1st November 2023
- (g) Annual Budget By Cost Centre

Proposer Cllr Bob St George, Cllr Dunn APPROVED RESOLVED

F11/07 Projects 2023/24/25: The Committee is asked to review expenditure in relation to projects coming forward/influences on the budget/future funding 2023/24/25 *to include S106 position.*

1. Land Disposal St Martins – Members to consider current budget. Nothing to add.
2. Village Enhancements – Members to consider current budget. Nothing to add.
3. Project List FC
4. Knapes Field – Members to consider including budget. Allocate £500 Project Management Plan
5. Communications – Members are asked to consider budget for upgrade of the Councils current website in line with future transparency code and Councils communications strategy. **RECOMMENDATION £2.5k Proposed Cllr Dunn Second Cllr Prescott **APPROVED RESOLVED****

6. Council Project List – Members are asked to review the Councils current project list for future consideration. NOTED
7. Members to consider procurement of Member laptops in line with ICO GDPR/ Data Protection requirements. Spare Clerk RFO – Members recommended the purchase of 2 laps reconditioned for use by members £1000k Budget

F11/08 S106 Project Review 2022/23: The Committee is asked to review developer contributions in relation to projects coming forward not included in the current budget: NOTED

F11/09 Clerk Salary Review: Members to consider the Clerks salary review backdated to 1st April 2023

F11/09/02 - Clerk Pay Awards – Members to apply [E01-23 / 2023/24 National Salary Award](#) of £1925 to staff on NJC and NALC grades backdated to April 2023.

Confidential Matters – cc'd in advance see briefing note

F11/09/01 – Members to consider litter picker salary review:

Confidential Matters – cc'd in advance

Proposer Cllr Dunn, Cllr Prescott APPROVED RESOLVED

F11/11 Interim Audit Review 2023-24 - Members to consider interim audit review. RECOMMENDATION Cllr Dunn, Cllr Prescott APPROVED RESOLVED

Expenditure Village Hall Refunds

4502 Mac Hall Gas £2008.16
4503 Mac Hall Electricity £2078.98

Center #	Sector	Budget	Spend	Notes	Proposed Budget
4100	Salaries	£50,000.00	60000 Projected	Backdated Staff Pay Increase Payments of approx projected £22k	£60,000.00
4121	Website	£120.00	£0.00	New Website	£2,500.00
4126	Training	£500.00	£442.68	CILCA Training Plus Other	£1,000.00
4130	Insurance	£5,000.00	£5,500.00	Increase Asset	£5,500.00
4144	Misc Expenses	£50.00	£380.00	Pic Rights £95 Parking County Hall £5.50 £ Battery Defib £280 Moved to Assets	£0.00
4315	Tree Surgery	£5,000.00	£4,828.00		£8,000.00
4401	Handcross Playground	£1,000.00	£2,636.12	Inspections Increase	£2,000.00
4406	Village Green Pease Pottage	£0.00	£1,361.00	Grass Cutting Bedding Maintenance	£1,500.00
4411	Handcross Recreation	£400.00	£2,669.17	Benches	£1,000.00
4412	Mac Hall Ground Rent	£350.00	£397.00	Rate Increase	£500.00
4413	Parish Assets	£500.00	£583.33		£2,500.00
4414	FF C. Centre	£500.00	£3,786.00	Power Failure New Defib inc Install	£1,000.00
4415	Slaugham Playground	£150.00	£803.00	Playground Grass Cutting	£1,800.00
4422	Knapes Field	£500.00			£500.00
4610	NHP	£8,150.00	£192.50	NHP Review St Martin Allocation	£8,150.00
		Budget 23/24	Spend 23/24	Difference	Total Proposed
	Total/s	£72,220.00	£23,578.80	£23,730.00	£95,950.00

The Clerk to allocate the following to Parish Asset Management Code 4413
Defib management and battery funding
Future management Telephone Kiosk Slaugham Village

- F11/12** **External Auditor Report 2022/23: To APPROVE the completed AGAR.** To note the signed 'External Auditor Report and comments made in relation to the audit: Additional day on the Public Rights Dates – To ensure that this is reviewed ahead of audit/publication NOTED
- F11/13** **Finance Matters Payments and receipts** The Committee is asked to RESOLVE to approve the following: None
- F11/14** **Interim Budget Review – 2023/24 –** Members are asked to consider the draft budget with a review in to finalise 2024/25 Precept in January 2024.
- F11/15** **Matters that members wish to raise for future discussion.**

Date of Next Meeting:

Protocol for filming and recording at public meetings: The Council has a protocol for public filming, recording and photography at its meetings, which is available on the Council's website or on request from the Parish Office.