

# WELLESBOURNE & WALTON PARISH COUNCIL

## Minutes for a meeting of the Finance Committee of the Council on Tuesday 23<sup>rd</sup> November 2021 at 7.15pm at Wellesbourne Methodist Church

Present: Chairman: Cllr Mrs Bolton Councillors: Barton, Kendall, Mrs Prior, Shepherd Clerk: Mrs Scriven Finance Officer: Mr Thomas  
Members of public: 0

1. Welcome
2. Confirmation of the order of the agenda - agreed
3. Apologies received – Cllrs Blake, Jackson
4. Identification of any items that might be resolved for confidential session - Item 11.1 Grants, 11.3 Non return of grant feedback, 12.1.2 Payroll – if any queries are to be raised.
5. Declarations of interest –  
Cllr Mrs Prior declared a pecuniary interest in matters pertaining to budget item ‘Chairman’s Allowance’ as the recipient, and a non pecuniary interest in matters pertaining to budget item ‘Grants’ application from WSCC as a Trustee.  
Cllr Mrs Bolton declared a non pecuniary interest in matters pertaining to the Village Hall as a Trustee.
6. Confirmation of the minutes of 21<sup>st</sup> September 2021 – Accepted. Prop Cllr DK, 2<sup>nd</sup> Cllr AS - carried
7. Matters arising (not included in the agenda) - none
8. Open session for members of the public to raise any matters of relevance to the Parish - none

### 9. Audits

9.1 Internal Audit update – Mr Robinson had audited April – October with no findings. He commended the Clerk and RFO for the care and diligence in recording the Council’s financial transactions and the Council’s procedures to ensure best practice is followed at all times.

He reviewed the record keeping of SEC 106/Unilateral Agreement/CILs and commended the Clerk on the administration systems in place which cross-matched with the financial records kept by the RFO. He commended the RFO on the financial reports supplied to Councillors and the Clerk and noted that payments properly delegated to the Clerk were also recorded in a simplified report given to Councillors at the monthly meetings. The Council noted thanks to the Clerk for the additional works carried out to finalise the SEC106/Unilateral Agreement funds, and noted thanks to the Clerk and RFO for ensuring a clean audit again, something the Council had now come to expect. It was noted the month was incorrect on the audit – to be amended to 19<sup>th</sup> November 2021.

### 10. Financial matters

10.1 Consideration of latest management reports (October) It was noted that committees were underspent currently.

10.2 Sec 106/Unilateral Agreement/CILs audit report by Clerk - Noted.

- Section 106 - all funds were now fully expended and discharged with SDC.
- Unilateral Agreement - remaining funds set aside for WSCC of £3514.00 had been paid to WSCC leaving an unspent amount of £21204.94 which could now be allocated to other projects. Detail of funds remaining:

Unallocated £21204.94	Newbold Road £14205.00	Dog Close £15000.00	Village Hall £0.00	Total U/A funds remaining <b>£50409.94</b>
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- CIL – Purchase of the speed detection device and new timers for the Christmas lighting had been taken from 19/02087/FUL, no spending had occurred from 18/00977/FUL to date. Detail of funds remaining:

19/02087/FUL (Lowes Lane) £69.15	18/00977/FUL (Willett Hse) £63126.36	<b>Total CILs fund remaining £63195.51</b>
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### 11. Grants

11.1 Consideration of Grant Applications received - moved to confidential

11.2 Consideration of Community Grants Policy – agreed without change

11.3 Non return of feedback information by recipients of 2021/22 grants who are not applying for grants in 2022/23 – moved to confidential

### 12. Consideration of committee budgets for precept (2022-2023)

12.1 Consideration of Community Facilities budget – Cllrs reviewed the budget and agreed the committee’s submission

**12.1.1 Consideration of HEE budget** – Cllrs reviewed the budget and agreed the committee’s submission

**12.1.2 Consideration of the Office & Staffing budget (including payroll)** – Cllrs reviewed the budget and agreed the committee’s submission.

It was noted the website did not conform with the Transparency legislation, specifically that it is accessible to all.

**Recommendation to Full Council to tender for a company to set up a new compliant website with a cost of up to £2000 + vat to be paid from reserves** – Prop Cllr AP 2<sup>nd</sup> Cllr AS Carried.

**12.2 Estimated level and current use of year end reserves** – The general reserve at October 2021 was £195,816. It was agreed that the spending needs for 2022/23 were calculated at £283,161, £23,161 would be taken from general reserve, leaving £260,000 to be found via the precept.

**12.3 Recommendation to Full Council to accept a precept of £283,161, reduced by general reserve leaving a precept demand of £260,000 requested of SDC for 2022/23.** Prop Cllr AP, 2<sup>nd</sup> Cllr DK, carried.

**13. Cllrs & Clerk exchange of information** - none

**14. Date of next meeting** – 14<sup>th</sup> December 2021

*Under Section 100A of the Local Government Act 1972, In view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be a disclosure to them of exempt information under paras 1 and 11 and Part 1 Schedule 12A of the said Act, that the public will be excluded.*

**Confidential**

**Item 11 Grants**

**11.1 Consideration of Grant Applications received** – Cllrs considered all applications and any restrictions that might apply to prevent the Parish Council from supporting an application. For any grant where restrictions might apply, legal advice was to be sought. The grants were confirmed for inclusion with the precept.

Action: Seek clarification from NALC of grants where the powers to provide had been queried	By: Office
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**Item 11.3 Non return of feedback information by recipients of 2021/22 grant who were not applying for grant in 2022/23** – Cllrs agreed that feedback was a condition of the grant and therefore all applicants must comply whether applying for a new grant or not.

Action: Contract all grant applicants in receipt of funding in 21/22 who have not applied in 22/23 for feedback	By: Office
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There being no further business to discuss the meeting closed at 9.30pm

Chairman....Cllr Mrs Bolton.....

Signed.....

Date.....

(Completed 24<sup>th</sup> November 2021)