



FAIR OAK & HORTON HEATH PARISH COUNCIL

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**Minutes of the FINANCE COMMITTEE meeting held on
Thursday 14 July 2022 at 10.00am
at the Pavilion Clubroom, Lapstone Playing Fields**

P – present, Pt – part of the meeting, Ab – absent, Ap – apologies.

P	Cllr Barrett	P	Cllr Douglas (Chairman)
Ap	Cllr Higby (Vice Chairman)	P	Cllr McGuinness
Ap	Cllr Couldrey	P	Cllr Forfar
Ap	Cllr Marsh	P	Cllr Tennent

Officers in attendance:

Joanna Cahill, Responsible Finance Officer, and Melanie Stephens, Clerk

PUBLIC SESSION

No members of the public were present.

1 DECLARATIONS OF INTEREST

No declarations of interest were raised.

2 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

That the minutes of the meeting held on 10 March 2022 be noted

3 QUARTERLY FINANCIAL MONITORING REPORT (REPORT B)

The Committee considered the Parish Council's current financial position against the approved 2022/23 budgets.

The total budget agreed by the Council in January 2022 for the 22/23 financial year was £576,518. Three months into the financial year, the Council was within budget for all codes. Members were also pleased to note that the Council had exceeded its income budget for tennis, having received £924 so far against a predicted budget of £500.

The Finance Officer also explained that after the large corporate projects (café and splashpad) had been paid for, the Council would still have a healthy general reserve budget.

RESOLVED:

That latest budget position as at 30 June 2022, be noted.

4 FINANCE RISK ASSESSMENT (REPORT C)

The Committee considered the Council's Finance Risk Assessment.



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Members requested a change to the format of the report, and that new additions be placed in a new column on the report so that members could track the alterations/additions made to the risk assessment.

RESOLVED:

That the Finance Risk Assessment be approved.

5 FINANCE REGULATIONS (REPORT D)

The Committee reviewed the Council's Finance Regulations.

Members were satisfied that no changes were required, and as such it was:

RECOMMENDED:

That the Council adopt the Finance Regulations set out in Report D.

6 WORK PROGRAMME (REPORT D)

In reviewing the work programme for the Committee and plans for next year's budgeting, the Chairman suggested that the Council complete all large-scale corporate projects before committing to new projects in the next financial year. This would allow staff to 'bed-in' all new infrastructure.

Members discussed staff pay and salary bandings when reviewing next year's budget.

RESOLVED:

That the work programme be agreed subject to the addition that as part of the budget task & finish group work, the Finance Officer and Deputy Clerk undertake a benchmarking exercise with staff salary bandings to ensure that the Council's salary scales were in line with other local authorities.

Signed..... Chairman

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