

PROBUS PARISH COUNCIL

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Minutes of the Meeting of the Finance Committee Meeting of **Probus Parish Council** held virtually on **Tuesday, the 7th of March 2023 at 19:03**

Members Present: Cllrs. N Gillard (Chair), M Maskill, J Faull, N Glasson. Also attending. Mrs M Roper (Parish Clerk), Mrs C May (RFO)

23/F01 Apologies for absence: Cllr P Quinlan, Cllr R Tofts

23/F02 Declaration of interests in items on the agenda:

23/F03 Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items)

Cllr Maskill declared an interest in the agenda item 12 - Playing Field (committee member)
Cllr N Glasson declared an interest in the agenda item 12 non-registerable interest in the Village Hall (Trustee), and non-pecuniary interest in the Probus Fun Week
Cllr Gillard declared a non-registerable interest in the agenda item 12 - Village Hall (partner Chairman)

23/F04 To confirm the record of the finance committee meeting of 23rd November 2022 – Cllr Gillard proposed to approve the minutes as accurate, **seconded** by Cllr Maskill and **RESOVED**. In favour – Cllr Glasson. Cllr Faull abstained. Carried.

Public Participation (15 mins) No members of the public present

23/F05 Matters arising if any:

22/F023 – Following the review and recommendation of the RFO – Mrs May, the finance committee presented to the full council the following 2 options for the budget 2023/2024:

- a) £57,701, which would represent an increase of 8% from the previous year, but will leave the council with a slight deficit, or
- b) £59,700, which would represent an increase of 11% from the previous year

The Council approved the option b at the Ordinary meeting 21st December 2022 (Minutes 22/310)

23/F06 To receive the statement of accounts to date and review expenditure to budget:

The RFO has reported that the balance to be carried forward to the next financial year will be £94,925.93, including the estimated spend of £5,000 until the end of the year.

The final VAT claim will be made on the 31st of March and is estimated to be in the region of £4,000. The RFO recommended to keep reserves in a savings account.

23/F07 To confirm the receipt of and requirements associated with the deployment of CIL & S 106 public open space funds received by the parish council in 2022/23

The RFO advised to keep CIL and S106 revenues in a separate account and have a separate statement for each of the project.

23/F08 Confirmation of Cllr Faulk appointed to act as internal control auditor:

It was agreed that the Clerk will arrange a meeting with Cllr Faulk in the next few days to go over the internal process.

23/F09 To consider the proposed presentation of the Parish Council Budget & Fees on its web site

Cllr Gillard has distributed a draft presentation. It was agreed that the Councillors will send their comments via email.

23/F10 Asset register review & update – It was agreed to defer this item and review the register with the RFO/Clerk

23/F11 Grass cutting contract review – report on & revisions and any required action – A new grass cutting contract has been signed and will be distributed to the members of the finance committee.

23/F12 To review grant applications received to date and make recommendations to the full Council:

Due to the declared interest of Cllrs Maskill and Cllr Glasson they were removed from the virtual meeting and placed in the “waiting room”.

The Clerk confirmed receipt of applications from

- Probus Village Hall Committee
- Probus News
- Probus Fun Week/Carnival committee
- Probus Playing Field Committee

Cllr Gillard stated that it would be difficult to conduct an evaluation of the applications at this meeting due to the poor quality of the internet connections and the challenges it would place on screen sharing of any documents. Furthermore, due to the exclusion of Cllrs with a pecuniary interest in the applications submitted, the finance committee would not be quorate at the time of proposing and voting on any outcome from the evaluation.

It was suggested that the deadline for receipt of applications is extended to midnight, 31st March, and that all applicants should be informed and thereby alerted to this, with the option of submitting any additional information in support of their application. Membership of the finance committee means that it would be necessary to co-opt/invite other Cllrs to attend a future meeting specifically to evaluate the grant applications and thereby avoid the issue of the finance committee not being quorate for this purpose. The most likely timing for a future meeting would be the first week in April.

It was proposed and agreed to ask Cllrs Maskill and Cllr Glasson to re-join the meeting

The circumstances leading to the inability to deal with and conclude this agenda item were shared and discussed

Gillard proposed to defer this agenda item, and to extend the closing date for applications until 31st March and for the Clerk to write to applicant and groups listed as having an interest in submitting an application to confirm this. To identify a date in the first week of April 2023 to hold a finance committee meeting to evaluate any applications received and to identify & confirm at the next full council meeting on 22nd March the additional Cllrs required to attend the next meeting to ensure the finance committee is quorate in dealing with this agenda item.

Seconded by Cllr Faulk and **RESOVED**. In favour – **Cllr Glasson**. Carried.

23/F13 To consider and resolve to exclude members of the public and/or press due to the confidentiality of the agenda item 14. - No members of the public present

23/F14 To receive an update from the staffing committee on the implementation of pay awards to Parish Council employees. The Clerk has reported that the staffing Committee has resolved to approve the NALC recommended pay increase, which will be applied to all the PPC employees and backdated to April 2022.

23/F15 To consider and review future agenda items:

It was agreed to include the following agenda items for the next Finance Committee Meeting:

- Asset register review and update.
- Grants award – consider applications received and make recommendations to the full Council.
- Consider and approve budget presentation.
- Review and establish reporting format for CIL and S106 funds.

The meeting closed at 19:53hrs.

Chairman..... Date.....