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Minutes of the meeting of the Finance Committee held on the 3rd November 2020.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 the meeting was conducted online.

Present: Derrick Folbigg (Chair), Graham Pendrey, Di Ames, Ann Lovesey MBE

Apologies: None

Clerk: Joanne Lee, Anne Papé, Responsible Financial Officer (RFO)

MINUTES

1. To receive and approve apologies for absence.

1.1 None.

2. Declarations of interest in any matter – being prejudicial or personal.

2.1 None received.

3. Discuss cessation of Bedford Borough Council Payroll Service from 31st March 2021.

3.1 The Clerk advised that Bedford Borough Council payroll service would cease from 31st March 2020.

Action Clerk to contact other organisations for quotations and put findings on the Full Parish Council meeting.

4. Discuss and agree new fees and charges for Rialtas from 1st April 2021.

Rialtas fees would remain the same for 2021/2022 and the Committee agreed to continue using Rialtas for 2021/2022.

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5. Review 2020/21 budget and agree actions.

5.1 The Councillors discussed the budget review document as presented to the Full Council at the October 2020 meeting by the RFO. Some repairs and maintenance had been required during the year which had resulted in some area going over budget. Due to the Covid-19 lockdown other areas were under budget.

As authorised by the Full Council, the Committee agreed virements, use of funds from the general reserve and budget monitoring; see Appendix 1.

6. Discuss the budget for 2021/2022.

6.1 The RFO asked the Committee to consider changes to budget headings for the 2021/2022 budget. The following changes were agreed.

- Handyman maintenance tasks and handyman materials to be amalgamated with general maintenance under a new budget heading of planned/breakdown maintenance.
- Graveyard costs/gardener to become Garden of Remembrance gardener
- New heading of Graveyard Costs (to be used for new marker stones etc in graveyard and Garden of Remembrance)
- Graveyard caretaker to become Graveyard Maintenance
- Grass cutting Woodpecker Close to become Woodpecker Close maintenance

It was noted that Play Area costs including the daily locking and locking of the play area and the weekly inspections,

6.2 The Committee felt that litter picking should be carried out on an as when needed basis and target specific areas rather than weekly.

Action – Clerk to include recommendation on litter picking on the next Full Council agenda.

6.3 The RFO would incorporate the new headings to set up the 2021/2022 budget. Councillors would be available to attend additional meetings, if required, to allow review of the revised format.

Signed: _____ **Date:** _____

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Appendix 1 - Virements

Vire to	Notes	Amount	Vire from	Notes	Amount
Office equipment	Over budget due to need to purchase a new laptop for the clerk	£1,000	Village hall hire and affiliations	Village hall had not been used due to lockdown. 2020/2021 affiliation fees paid early and had therefore been taken from 2019/2020	£500 from each budget heading
Website	Some changes would be needed to meet the Accessibility requirements. Costs not known at this point. Budget to be monitored.	-	-	-	-
Woodpecker Close maintenance	Weed control had been required	£348	Telephone/events / councillor expenses	Telephone costs reduced as office closed during lockdown and costs lower as the phone line was not available for several months. Events could not be undertaken due to Covid-19 lockdown. Clerical expenses lower due to Covid-19 lockdown	Telephone - £100 Events - £150 Clerical expenses - £100

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Vire to	Notes	Amount	Vire from	Notes	Amount
Playing field	MUGA kickboards maintenance required	£3,027	Reserves	-	£3,027
	Damage by rabbits	£260	-	This would be funded using the pest control budget. It was noted that the pest control budget would be exceeded. There was possibly a wasp nest that may also require treatment. This would be monitored	-
	Hedgerow maintenance required	£1,036.80	Reserves	-	
	Verti drain & weed	£680	-	This would be considered for inclusion in the 2021/2022 budget. Work would not be undertaken in 2020/2021)	-
Play area	Weekly inspections. An invoice was received for works carried out from Feb 2019-May 2020. Now invoiced monthly.	£525	Prizes/Dog control orders/Training/Open space	All budget headings affected by Covid-19 lockdown and therefore funds available	Prizes - £140 DCO - £100 Training - £200 Open spaces - £100
	Repairs to multi-play unit	£1,226	Reserves		-

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Vire to	Notes	Amount	Vire from	Notes	Amount
Tree maintenance	This would go over budget due to works in the village hall car park. Consideration also needed for works to tree line on the playing field	-	-	Monitor and review and next Finance Committee meeting	-
Street lighting	Expected to go over budget due to street lighting inspection that had been required	£612	-	Monitor and review and next Finance Committee meeting	-

Signed: _____ **Date:** _____

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