

## OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

**Meeting:** FINANCE & RESOURCES COMMITTEE  
**Date:** 16 February 2021  
**Location:** Meeting held via Zoom  
**Time:** 7.30 pm  
**Members Present:** Cllrs A Renwick (Chairman), J Robinson, S Brown, A Jones, P Bloyce, D Whiter, L Orvis (Finance Officer)  
**Members Absent:**  
**In Attendance:** Mrs S Tuck (Clerk)

Item No	Item	Action
1.	<b>APOLOGIES FOR ABSENCE</b> No apologies received.	
2.	<b>CONFIRMATION OF MINUTES</b> Minutes of the Finance & Resources Committee Meeting of 20 October 2020 were <b>confirmed as a true copy of the business conducted.</b> In answer to a query raised at that meeting, the Finance Officer reported on the criteria for investing in Government/Premium Bonds. <b>Noted.</b>	
3.	<b>DECLARATIONS OF INTEREST</b> No declarations of interest.	
4.	<b>PUBLIC PARTICIPATION SESSION</b> There were no members of the public present.	
5.	<b>CHAIRMAN'S COMMUNICATIONS</b> There were no Chairman's communications.	
6.	<b>CLUB CHARGES</b>	
6.1.	The Finance Officer's report and revised calculation of the 2 <sup>nd</sup> instalment of ground charges for the Cricket and Bowls Clubs had been circulated in advance of the meeting. These showed a refund of £376.00 due to the Cricket Club and £2,868.00 to Bowls due to Covid restrictions preventing play with a consequent reduction in maintenance work. The 5 points suggested in the Finance Officer's report to deal with the refund and cover possible charges up to 31 March were <b>all agreed and the refund figures ratified.</b> Clerk to advise the Clubs and arrange refund.	Clerk
6.2.	The Clerk advised that the 2020 Exclusive Use charge for the Archery Club to cover lost football revenue, had not yet been invoiced due to uncertainty regarding football matches and recommended waiving the charge due to Covid restrictions preventing football. <b>All agreed</b> – Clerk to advise the Club.	Clerk
6.2.	Members were asked to consider changes to the invoicing procedure to be based on a "time & materials" basis for 2021	

## OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

Item No	Item	Action
	to allow for possible Covid restrictions. <b>The Finance Officer's recommendations set out in his report were agreed.</b> Clerk to advise Clubs and liaise with the Finance Officer when invoicing the first instalment in April.	<b>Clerk</b>
6.3.	<p>Future Club charges and subsidy effective from 2022 were discussed and the Finance Officer will prepare figures taking into consideration the following:</p> <ul style="list-style-type: none"> <li>• expected machinery replacement/repair costs</li> <li>• loss of revenue from non-parishioner levy if club memberships reduce due to Covid</li> <li>• provision for reduction (possibly phased) in the grass cutting grant from the Borough Council.</li> </ul> <p><b>Members agreed to defer discussion until the additional meeting to be agreed under Item 9.1.</b></p>	<b>Finance Officer</b>
<b>7.</b>	<b>GRANT FUNDING</b>	
7.1	The Clerk confirmed that there is currently £10,000 of S106 funding available for projects qualifying under "Open Spaces". No suitable projects have yet been identified and this will be discussed further at the next meeting.	
7.2	<p>Cllr Whiter reported on expected CIL funding from future development and said this is likely to be paid in 6-monthly instalments that could be carried forward and earmarked for specific projects. He thought the first tranche could be received in 2022.</p> <p>It was agreed that the preferred project was a footpath along Milkingpen Lane between Manor Lane and Churn Close. Cllr Whiter said it was possible that S106 funding from the Redrow development would pay for the proposed Basing Road footpath.</p>	
7.3	The need to invest CIL funding instalments when received was discussed and the Finance Officer will produce a suitable Investment Policy template for inclusion in the Financial Regulations to be agreed at the next meeting.	<b>Finance Officer</b>
<b>8.</b>	<b>LONG TERM PLANNING – 3 YEAR PLAN</b>	
8.1.	The future management of plant & machinery once the existing leasing contracts expire was discussed it was agreed that the Finance Officer should prepare comparative figures for the next meeting.	<b>Finance Officer</b>
8.2.	<p>Future Capital Expenditure was discussed and Cllr Robinson suggested a Capital Expenditure Plan should be produced to include items suggested in item 7 of the Finance Officer's meeting note and that such projects should be prioritised.</p> <p>It was queried whether costs related to a Green Energy Policy and Climate emergency should also be included and the Clerk advised that action on this would be an agenda item for the March Parish Council meeting.</p>	<b>Clerk</b>

**OLD BASING & LYCHPIT PARISH COUNCIL  
MINUTES**

Item No	Item	Action
<b>9.</b>	<b>MEETING REQUIREMENTS</b>	
9.1	Members agreed that, due to the uncertainties resulting from Covid, an additional meeting should be scheduled in the summer to review the budget. The Clerk suggested either Tuesday 15 June or 17 August. <b>17 August was agreed</b> to enable the Finance Officer to finalise the first quarter's accounts and prepare other papers agreed at this meeting.	
<b>10.</b>	<b>CONFIDENTIAL MATTERS</b>	
	There were no confidential items and the meeting closed at 8.27 pm.	

SIGNED:.....

DATED:.....

DRAFT