

# OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

<b>Meeting:</b>	<b>FINANCE &amp; RESOURCES COMMITTEE</b>
<b>Date:</b>	<b>17 August 2021</b>
<b>Location:</b>	Meeting held in the Pavilion, Old Basing
<b>Time:</b>	7.30 pm
<b>Members Present:</b>	Cllrs A Renwick (Chairman), S Brown,, P Bloyce, D Whiter, K Tuck, L Orvis (Finance Officer)
<b>Members Absent:</b>	J Robinson, A Jones, S Grassi
<b>In Attendance:</b>	Mrs S Tuck (Clerk)

Item No	Item	Action
1.	<b>APPOINTMENT OF CHAIRMAN &amp; VICE CHAIRMAN</b> The appointment of the Chairman, Alan Renwick, and Vice-Chairman, Peter Bloyce, was <b>unanimously agreed</b> .	
2.	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllrs J Robinson and S Grassi.	
3.	<b>TERMS OF REFERENCE</b> The Committee's Terms of Reference were reviewed and <b>agreed with no changes</b> .	
4.	<b>CONFIRMATION OF MINUTES</b> The Minutes of the Finance & Resources Committee held on Tuesday 16 February 2021 were <b>agreed with no queries or amendments</b> .	
5.	<b>DECLARATIONS OF INTEREST</b> No declarations of interest.	
6.	<b>PUBLIC PARTICIPATION SESSION</b> There were no members of the public present.	
7.	<b>CHAIRMAN'S COMMUNICATIONS</b> There were no Chairman's communications.	
8.	<b>CLUB CHARGES</b> 8.1. The Finance Officer presented details of the proposed Club Charges for 2022-23 based on a 3% inflation increase. He asked Councillors to consider whether, in the event of contractor costs being considerably more than the inflation increase currently proposed, this increase would be passed on to the clubs or absorbed by the Parish Council, either wholly or in part during the first year, to allow the clubs the opportunity to budget for higher costs in future. <b>It was agreed to continue with the current charging structure.</b>	
9.	<b>GRANT FUNDING</b> 9.1 S106 Funding - Information received from the Borough Council indicating that, with one exception, proposed projects put forward for consideration would not qualify for S106 funding was noted. The Clerk was asked to check whether a	

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	contribution towards the Broadhurst Grove open space would qualify.	<b>Clerk</b>
<b>9.2</b>	<p>CIL Funding – projected payment dates were noted. Cllr Whiter reported that CIL funding from Redrow Homes was still uncertain and suggested the Milkingpen Lane footway should be prioritized – hopefully with HCC contribution. Another possibility is the Climate Initiative for which it was considered funding would be relatively modest as the Parish Council would be facilitating and not implementing most changes.</p> <p>The following projects from Redrow CIL funding were agreed:</p> <ul style="list-style-type: none"> <li>• Milkingpen Lane footpath</li> <li>• Climate Change Initiative</li> <li>• Allotment improvements (hedging &amp; gates)</li> </ul>	
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<b>10.</b>	<b>LONG TERM PLANNING - 3 YEAR PLAN</b>	
<b>10.1</b>	<p>Cllrs were asked to consider the future management of plant and machinery once leases expired in 2022. The Chairman suggested postponing a decision until grounds maintenance from April 2022 is clearer. Figures for various options produced by the Finance Officer were noted.</p>	
<b>10.2</b>	<p>The Chairman suggested this item – future capital expenditure projects and Item 11.4 – budget items and allocation of earmarked reserves should be considered together and the following was agreed:</p> <ul style="list-style-type: none"> <li>• Cottage reserves - increase to £6,096.00</li> <li>• Building fund – no change</li> <li>• LH repairs – no change</li> <li>• Machinery – no change</li> <li>• Recreation areas – increase to £10,000</li> <li>• Tennis Courts – no provision</li> <li>• Environmental Contingency – increase to £40,000</li> <li>• Covid – £2000 (combine with environmental contingency)</li> <li>• Garden of Remembrance – increase to £2,328.00</li> <li>• Office equipment &amp; software – increase to £7,190.00</li> </ul> <p>This leaves £5,240.00 unallocated for review at the October meeting.</p>	
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<b>11.</b>	<b>MISCELLANEOUS</b>	
<b>11.1</b>	<p>Draft Financial Regulations for recommendation to Full Parish Council were presented and the following 3 points were agreed:</p> <ul style="list-style-type: none"> <li>• Omit the introduction</li> <li>• Clause 2.2 – The Vice-Chairman will sign off the Bank Reconciliations</li> <li>• Remove clause 8.3 and re-number following clauses</li> </ul> <p>The Chairman said he also had a few minor points which he would discuss with Clerk.</p>	

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	<b>Subject to the above, the draft Financial Regulations were agreed and will be ratified at the September full Parish Council Meeting.</b>	
11.2	The Clerk presented a draft Investment Policy based on current legislation and explained this covered basic requirements due to the current lack of investment funds and that it should be reviewed and expanded if and when CIL funds became available. <b>The draft was agreed as written and will be ratified at the September full Parish Council Meeting.</b>	
11.3	A discussion took place regarding updates to website information and the Finance Officer presented examples, including a Cash Flow Statement that will, in future, be presented at each full Council meeting. In addition bank balances will also be shown on the invoice log. <b>Both suggestions were agreed for implementation after the September full Parish Council Meeting.</b>	
11.4	This item was agreed under Item 10.2.	
11.5	The Clerk advised Councillors of overdue invoices for a former Lychpit Hall hirer and read an email from the hirer indicating her circumstances had now changed and she would now be able to pay in instalments. <b>Councillors noted this and agreed no further action was required.</b>	
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12.	<b>CONFIDENTIAL MATTERS</b>	
	There were no confidential items and the meeting closed at 8.53 pm.	
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SIGNED:.....

DATED:.....