



## OLD BASING & LYCHPIT PARISH COUNCIL

### MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING

DATED THURSDAY 6 JULY 2023

**Location:** PAVILION MEETING ROOM, OLD BASING  
**Time:** 7.30 PM  
**Members Participating:** Councillors P Bloyce (Chairman), S Brown, S Grassi,  
D Whiter, M Campbell  
**Members Absent:** Councillor K Tuck  
**In Attendance:** Mrs S Tuck (Clerk); L Orvis (Finance Officer)

Item No	Item	Action
1.	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllr Tuck.	
2.	<b>TERMS OF REFERENCE</b> After reviewing the Terms of Reference it was <b>agreed that no changes were required and these were adopted for the current year.</b>	
3.	<b>CONFIRMATION OF MINUTES</b> The Minutes of the Finance & Resources Committee held on Tuesday 21 <sup>st</sup> February 2023 were received. Item 6.1 was amended to show a figure of £10,000 and not £10 as recorded. <b>Subject to that amendment the Minutes were agreed as an accurate record of the business conducted.</b>	
4.	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest.	
5.	<b>PUBLIC PARTICIPATION SESSION</b> There were no members of the public present.	
6.	<b>CHAIRMAN'S COMMUNICATIONS</b> There were no Chairman's communications.	
7.	<b>MANAGEMENT ACCOUNTS</b> <b>7.1</b> The end of year Management Accounts for 2022/23 were presented by the Finance Officer who reported as follows: The requirement by the External Auditor to include CIL funding in the Reserves distorts the profit for the year as, if not used, CIL funding has to be repaid. The actual figure without CIL funding would reflect a small loss as expected due to the repayment of Tennis Club funds. Facilities Management Expenditure was £25,000 over budget due to expenditure on new lighting and sanitaryware in the changing rooms. Other variations, positive and negative, were explained but overall the end of year figures were as expected.	

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	<b>No queries were raised and the Management Accounts for 2022/23 were agreed.</b>	
7.2	The Earmarked Reserves for 2023/24 were reviewed and agreed as follows: Environmental Contingency to be split into 4 categories and allocated as follows: Development Rebuttal £5,000 Neighbourhood Plan £15,000 OBLEC £1,000 Environmental Contingency £2,113 Possible future referendum costs £6,500 Cottage £5,029	
7.3	A summary of S.237 payments for the year was reviewed and <b>agreed for publication subject to the addition of a column showing the reason for each expenditure item. Clerk to amend.</b>	Clerk
<b>8.</b>	<b>CIL FUNDING</b>	
8.1	Members discussed the CIL Monitoring Report and agreed that this should be rationalized to close completed projects and remove those not considered attainable. <b>Funds committed to date:</b> £29,704 <b>Funds allocated to date:</b> Climate Challenge £6,160 committed leaving £113,000 for improvements (this figure is likely to be slightly less – nearer to £100,000) Milkingpen Lane Footpath £200,000 allocated - £170,000 offered to HCC as a one-off fixed contribution Based on the above the current total of £350,000 is £25,000 over the funding currently available and Cllr Whiter warned against over-committing. Additional CIL funding is expected but at this stage the figure is unknown. <b>Cllr Whiter will liaise with the Clerk to produce an updated report prioritized into 3 categories.</b>	DW/Clerk
<b>9.</b>	<b>CONFIDENTIAL MATTERS</b>	
	<b>No press and members of the public were present and therefore no resolution to exclude them was passed.</b>	
9.1	Renewal of the Finance Officer’s contract for a further year until June 2024 was <b>agreed</b> . The Chairman wished to place on record that Mr Orvis is an excellent Finance Officer.	
9.2	The Finance Officer’s notice of intention to retire when his contract expires in June 2024 (or sooner if a replacement is in place) <b>was received and noted</b> .	
9.3	An increase in the Deputy Clerk’s hours to 28 per week from August 2023 due to an increased workload was <b>agreed</b> .	FO
9.4	It was agreed to set up a working group to review staffing levels and allocation of tasks within the office. Members will consist of the Chairman, Deputy Chairman and the two Clerks with input from the Finance Officer. Thanks were offered to the Clerk for her hard work.	PB/MC/ Clerks/FO

Item No	Item	Action
10.	There were no further matters for discussion and the meeting closed at 8.55 pm.	

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Signed: ..... Dated: .....