



OLD BASING & LYCHPIT PARISH COUNCIL

MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING

DATED TUESDAY 30th JULY 2024

Location: PAVILION MEETING ROOM, OLD BASING

Time: 7.30 PM

Members Participating: Councillors M Campbell (Chairman), P Bloyce, D Whiter, K Tuck, S Grassi, A Renwick

Members Absent: S Brown

In Attendance: Mrs S Tuck (Clerk); L Orvis (Finance Officer); Mrs J Lillis (new Finance Officer)

Item No	Item	Action
1.	APOLOGIES FOR ABSENCE Apologies were received from Cllr Brown. The Chairman introduced the incoming Finance Officer, Judith Lillis to members of the committee.	
2.	TERMS OF REFERENCE The amended Terms of Reference were agreed as amended.	
3.	CONFIRMATION OF MINUTES The Minutes of the Finance & Resources Committee held on Tuesday 20 th February 2024 were received and agreed as an accurate record of the business conducted.	
4.	DECLARATIONS OF INTEREST No declarations of interest.	
5.	PUBLIC PARTICIPATION SESSION There were no members of the public present.	
6.	CHAIRMAN'S COMMUNICATIONS The Chairman updated members on the forthcoming festival following an email from the Highways Officer stating that he had only received the TMP on 24 th July and had not yet had time to comment. The Chairman then invited Cllr Whiter to brief members on the Milkingpen Lane project. A lengthy discussion ensued with concerns raised about the HCC proposals and the lack of information relating to costs. The Chairman also suggested other traffic calming measures may be more suitable and advised members that he had met with a Traffic Consultant who also expressed concerns about the current schemes. All were agreed that these were flawed and further work was required.	

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	<p>The following two options were considered:</p> <ul style="list-style-type: none"> • Revert back to HCC to revise the scheme • Instruct the Traffic Consultant to consider and advise on the existing scheme and alternative options at a cost of between £1,500 - £5,000 depending on the area(s) covered and work involved. Members accepted the recommendation to employ a Traffic Consultant at a cost of up to £5,000 and that Cllrs Whiter, Renwick and Bloyce would liaise with the consultant on behalf of the Parish Council. 	DW/AR/ PB
7.	MANAGEMENT ACCOUNTS	
	<p>7.1. Recommendations for the allocation of Earmarked Reserves for 2024/25 were presented to members. Cllr Renwick requested additional funds are allocated to Environmental Contingency to increase the total to £20,000 with other lines being reduced accordingly. An amended schedule will be presented to full Council on 6th August for ratification.</p>	Finance Officer
	<p>7.2. The Q1 Management Accounts for the period 1st April – 30th June 2024 were presented by the Finance Officer details of which had been forwarded to Councillors in advance of the meeting. No queries were raised the Accounts will be presented to full Council on 6th August for ratification.</p>	
8.	BANK ACCOUNTS	
	<p>8.1. Members received a projected cash flow analysis showing excess funds not covered under the Financial Services Compensation Scheme (FSCS) on the Lloyds and Barclays accounts and it was agreed that the Chairman, Clerk and Finance Officer should investigate other banking/investment sources.</p>	Chairman /Clerk/ Finance Officer
	<p>8.2. The Clerk explained that more bank signatories were needed to cover a situation where a councillor was away or left the Parish Council. It was agreed that the existing signatories should apply to all accounts and that Cllr Campbell as Chairman should be added as an additional signature.</p> <p>In addition the Clerk will arrange for the Deputy Clerk’s access to all bank accounts in readiness for her taking over the role of Clerk in September at which time the current Clerk’s access would be removed.</p>	Clerk
9.	S.106 FUNDING	
	<p>9.1. An updated schedule of S.106 funding had been circulated to members who agreed the following projects should be put forward for funding:</p> <ul style="list-style-type: none"> • Contribution to Cricket Nets - £941.00 • Picnic benches outside the Pavilion/Cricket Clubhouse – approximately £1,000 each • Speed Indicator Device - £3,797 <p>Clerk to advise Borough Council Officer responsible and, if agreed, apply for funds.</p>	Clerk
10.	CIL FUNDING	

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	<p>10.1. A summary of CIL funding received and allocated to date was received and noted together with a list of possible projects for remaining funding. Cllr Whiter pointed out that, after setting aside £200,000 for the Milkingpen Lane Project, there were insufficient funds to cover all those on the summary. The following four projects were prioritised to go ahead immediately at an approximate total cost of £22,000:</p> <ul style="list-style-type: none"> • Office IT upgrade – Cost £9,343. • Replacement cricket nets – Cost £6,427 plus £941 S.106 funding. • CCTV at entrance to recreation ground – Cost approximately £2,000. • Making good following installation of heat pumps/radiators & installation of a security barrier to protect the heat pump at the rear of the Pavilion – quote still being obtained. <p>Other projects, dependent on other factors, remain on the list for future consideration.</p>	
11.	<p>MISCELLANEOUS ITEMS</p> <p>11.1 Updated Financial Regulations based on the NALC new Model Financial Regulations 2024/25 were received. Cllr Renwick said he had not had sufficient time to scrutinise these and abstained from voting. All others present voted in favour of adopting the new version.</p> <p>11.2 The Chairman explained that to facilitate future budgeting the Council should have a Business Plan and that over the next few months he and the new Clerk will draft a suitable document for consideration at a future meeting. Noted and agreed.</p>	<p>Chairman /Clerk/ Finance Officer</p>
12.	<p>CONFIDENTIAL MATTERS</p> <p>No items.</p>	
	<p>There were no further matters for discussion and the meeting closed at 21.30 hrs.</p>	

Signed: Dated: