



Minutes of the meeting of Loughton & Great Holm Parish Council Finance and Staffing Committee held at 7.30pm on Monday 9th September 2019 at the Community Centre, 87 Kensington Drive, Great Holm MK8 9AY.

Present: Councillors Altieri-Douglas (Chair), Nolan, Todd, Howe, Bailey and Feeney
Staff present: Bev Field (Parish Clerk)

FSC14/19 Apologies: apologies were received and accepted from Councillor Nayee.

FSC15/19 Minutes of previous meetings: the minutes of the meeting held on 10/06/19 were approved and signed as an accurate record.

FSC16/19 Matters arising: None

FSC17/19 Declarations of interest: None

Finance Issues

FSC18/19 RFO Finance report: The income and expenditure report for August 2019 was noted.

The RFO reported that the Parish Council had received a bonus payment of £124.90 from the Get Sorted! Recycling campaign due to improved rates of recycling in Great Holm. The second instalment of the Parish precept (£41,420.17) was received on 06/09/19. The RFO has liaised a refund from EDF for the Pavilion electricity over the winter and a refund of £5,450.56 has been agreed.

The RFO applied to Milton Keynes Council for 2 grants in July and a decision is due in the next 4 weeks. These were the Supplementary Fund 2019/20 for £5,000.00 towards the Pavilion refurbishment, and the Community Infrastructure Fund towards the Pavilion car park security with landscaping and CCTV for £1,437.00.

Under Financial Regulation section 11.1(a)(i) the RFO has renegotiated the electricity and gas contracts due for renewal in August for the Community Centre. The contracts are switching to British Gas Lite for 2 years, which was the cheapest quote available for business rates.

Councillor Todd advised that the Jubilee Graveyard fund is due to make a repayment and will soon clear its debt to the Parish Council.

FSC19/19 External audit: The limited assurance review resulted in no "except for" matters from PKF Littlejohn and the certificate was published on 06/08/19.

FSC20/19 Budget Planning for 2020-21

said he MAD
Councillor Bailey has reviewed income and expenditure for the last 3 years. The budget plans do not match the actual expenditure, and the published figures are open to criticism. There have been two deficit budgets and income and expenditure are becoming more complex due to the two premises. Work to predict income generation which maximises revenue, and to plan what the Council wants to deliver is needed. An extra meeting to work on dovetailing a more granular business plan with the budget lines is proposed. This can inform the December committee meeting, to enable a detailed recommendation to be made to the full Council.

Councillors noted that MAD
The precept has grown over the last 9 years and other income streams have been added. The properties needed investment to get them in good order and the general reserves were high, so the reserves were used to re-balance the accounts. Routine maintenance of the Community Centre needs to be planned for. Some projects take several years to deliver and result in earmarked reserves being carried forward. There are unintended consequences at times to consider, like extra litter from the café, and a contingency fund could be considered for these. The business plan should be costed, priorities set, and a realistic level of reserves agreed.

Work has been done by the RFO to help NAG to prepare a realistic budget request for next year and quotes are being sought for improvements to the Lodge Lake sculpture.

Resolved:

- An extraordinary meeting of the Finance and Staffing Committee to improve the 2020-21 budget formation will meet on Monday 11/11/19. Non-committee members will be invited to contribute and attend in a non-voting capacity.
- The Business Plan for 2020-21 will be considered with the budget proposals. Councillor Todd will prepare a draft for these and Councillor Bailey will provide further financial detail for the extraordinary meeting.

FSC21/19 New Model Financial Regulations: NALC have provided Model Financial Regulations 2019 for England to take into account the Public Contract Regulations. Financial regulations 11&12 have been adapted as a result of the new legislation.

Resolved: To adopt the NALC model Financial Regulations 2019 and adapt them to Loughton and Great Holm Parish Council as previously agreed.

Staffing Issues

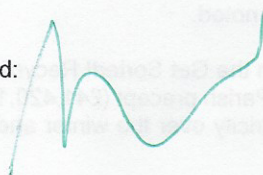
FSC21/189 Exclusion of the public:

Resolved: In accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press were temporarily excluded from the meeting for agenda items FSC22-24/19 on the grounds that they could involve the likely disclosure of private and confidential information.

Date and time of Next Meeting: extraordinary meeting at 7.30pm on Monday 11/11/19 at the Community Centre, 87 Kensington Drive, Great Holm MK8 9AY.

The meeting closed at 8.59pm

Signed:



Date:

18/11/19