



Minutes: Finance Committee Meeting, 15 November 2021

Confirmed

Present	CLlr Chris Meade (Chair of Finance), Cllr Alison Melvin (Chair), Lisa Spindler (Clerk),
1.	Apologies for absence Karen Ray (RFO) Cllr Ryan France-Moore
2.	Approve Minutes from 26 October 2021 Finance Committee Meeting Proposed CM. Seconded AM.
3.	Current Bank Reconciliation of the Current and Deposit account Item deferred due to absence of RFO. LS was extremely concerned that £722.48 SDNP CIL payment mentioned in an old spreadsheet appears neither in EMR nor in the SDNP recent statements. After discussion, all agreed with explanation given by KR ahead of meeting, that that the spreadsheet item was erroneous and is likely to have been based on faulty calculations or incomplete data. Action: All agree the urgent need for a tighter process for monitoring and annotating CIL.
4.	Transfer into Charitable Trust Account It was agreed that a transfer of funding into the charitable trust account will be made on 1/4/2022. This balance – amount to be agreed - will be calculated to maintain a sufficient reserve in Charitable account, without over-depleting BPC's 'Corporate' reserves. Guidance from Tim Light (auditor) is needed regarding the mechanism and procedure for paying monies to Charitable Account (will need a Memorandum between BPC and the Charitable Trustee.) Action: LS to discuss above with HALC and Auditor, and bring proposals to March PCM Tim Light has advised (in answer the question raised at Oct Finance Committee) that, if CIL monies were allocated to the Charitable Trust, they could potentially be re-transferred to BPC's main accounts, but all transfers into and out of the Charitable Trust account will need to align with the (yet-to-be-agreed) agreement between BPC and Charitable Trust, and the reasons for all transfers will need to be clear and well-documented.
5.	Ear-Marked Reserves (EMR) and free monies to allocate LS & Auditor have updated list of EMR items but LS feels there are still some omissions. Action: Auditor will send LS a list of already-EMR items; LS to follow-up by tracking down omissions.
6.	Half yearly accounts / precept for approval Half yearly accounts not yet available. AM had asked KR for a comparison of 2021 vs 2020 net expenditure, for Finance Committee review, before 2022 precept / budgets are agreed. KR had explained that she was unfortunately unable to provide for this meeting the actual gross expenses for 1H2021, as she is experiencing IT issues. Finance Committees' precept calculations/discussions are therefore based only on the Committee's discussion of expected need, without reference to actual net expenditure. KR has acknowledged the need for closer monitoring of income from non-Precept sources (CIL, grants & contracts): historically, BPC's focus has chiefly been on monitoring expenditure, rather than income. Action: CM requested KR to provide Finance Committee with an analysis of latest 2021-22 actual expenses and actual income against 2021-22 Plan/Precept. The initially-suggested 2022-23 Precept (£73.2K) represented a +6% increase versus agreed 2021-22 Precept (£69.1K). CM & AM suggested 3 items that can be reduced in the Precept calculation, so that only a +3% increase (to £71.4K) is required. The 3 items can be funded by drawing down un-earmarked reserves. Action: KR will be asked to modify the Precept calculations, in line with the changes discussed, and ensure the Precept demand submitted is at the lower level of £71.4K.
7.	Looking ahead for 2022-23, what are our Precept and EMR assumptions about: (i) Blacknest Fields expenses & grant income? AM advised the following assumptions: (Income) £1.1K grazing income p.a. assumed for 2021-22 and 2022-23.

	<p>(Precept) £1.1 K normal expenditure for site management 2021-22 and 2022-23. (Note: any current year underspend that should occur will be brought forward in EMR.)</p> <p>(EMR) £5.5K Remedial Maintenance. Actual spend to be tracked (Hedges, Fencing, etc.)</p> <p>(Precept) £1K Legal fees to set up charitable trust Articles of Association (Oval & Blacknest).</p> <p>(EMR Charitable Trust Contingency) (value tbc) e.g. if need separate Rialtus licence for charitable bank a/c.</p> <p>(EMR and Precept) – these each have Signage budgets, which include signs for Blacknest.</p> <p>(EMR) – will need to EMR £10K transport consultant for Blacknest Turning circle if PCM approves Blacknest Plan and if positive feedback on items obtained from Hants Highways.</p> <p>Action: RFO to adjust EMR & Precept Forward Budget accordingly.</p> <p>(ii) extra payments to PCW for additional website funding (Planning)</p> <p>Budget original assumption was that extra PCW monthly premium for planning information automation would be paid from Dec 2021. Budget needs adjusting, as this extra payment is now not expected to commence until June 2022.</p> <p>Need also to update budget for £400 Remedial website contract 1 Dec – 31 Jan, Mary Nolan. (Full council approval was already obtained in Summer 2021 for this Remedial website work.)</p> <p>Action: RFO to adjust website item in Forward Budget accordingly.</p> <p>(iii) Potential expenditure for Youth provision</p> <p>EMR includes reserve item of £4625 for basketball pad and ping pong: this spend was agreed in principle by BPC but will need to take detailed quotations back to PCM for final sign off.</p>
8.	<p>Final football contract for approval</p> <p>CM and LS approved the football contract changes that AM proposed (these include more practical operational details, fuller description of the services that BPC is providing to BFC, and incorporation of a ‘Code of Conduct’ to which all users of Binsted Rec & Pav will be expected to conform - to create clarity and a ‘level playing field’ for the treatment of all Rec users.</p> <p>Action: LS will send the revised contract to Vicky Soden of BFC.</p>
9.	<p>Cricket nets for discussion</p> <p>LS will book a January meeting with Carl Foster of RCC, to discuss 2022-3 fees and to discuss an acceptable mechanism to provide a means of re-paying an element of BPC’s investment in the proposed new cricket nets.</p>
10.	<p>Dates for BNF Working Group and Transport Committee were broadly agreed as late Jan and early Feb, respectively. Exact dates to be firmed up in New Year.</p> <p>Structure of Committees and Working Groups</p> <p>BPC’s Standing Orders (SO) state that Finance and Transport Committees must have at least 3 Councillor members and Planning Committee has all Councillors as members. On BPC’s internal committees it is allowed (not required), to have external members. For the governance of the planned Charitable Trust, it will be best practice to have external members, and the council needs to start giving thought to how to arrange this.</p> <p>For Working Groups (WGs), BPC’s SOs specify there must be at least 3 Councillor members (one as WG Chair). External participants are freely permitted but cannot vote on WG resolutions.</p> <p>As BPC currently has only 5 Cllrs, it causes Cllrs a high workload to be on so many committees. Until BPC increases its Cllr complement, it was suggested that each Committee and WG informally designate who is the #2 (as well as who is Chair), so that the 3rd Cllr member acts more as a backup to the #2 (with duties of #2 and Chair to periodically brief #3 member.)</p> <p>Action: LS & AM will discuss this suggested approach with other councillors.</p>
11.	<p>Updated policies for approval</p> <p>CM thanked LS for updated policies, which will be brought to next BPC meeting for approval & publication on website. Terms of BPC’s Delegation Scheme also to be put on website.</p>

12.	<p>Specific CIL Neighbourhood Portion from SDNP. Already covered in Item (3) above.</p>
13.	<p>Community Infrastructure Levy Projects call – closing date 28 February 2022. Not ready for discussion at this meeting. Action: AM will produce first draft for discussion by end Jan and if bid is proceeding will bring to Feb PCM.</p>
14.	<p>Map board for Wickham Institute It is regrettable that 2021-22 District Cllr grants could not cover this promised expenditure Map board expected to cost £1500 (this expenditure was agreed by full council in 2019). All present agreed that £1500 of BPC Reserves should be EMR to enable provision of board in 2022. Action: If an imminent grant programme is identified, a bid should be made, but map should still be provided in 2022, regardless of whether grant funding can be obtained.</p>
15.	<p>AOB – Cllr Meade would like to swap roles with Cllr Melvin: CM to take Chair of Transport Committee; AM take Chair of Finance Committee. Agreed, subject to full council approval.</p>