

**The minutes of the
Finance, Administration & Policy Committee
Of Campbell Park Parish Council
held on Tuesday 5th March 2023
at The Oldbrook Centre, Oldbrook Boulevard, Oldbrook
Commencing at 7.00 p.m.**

36/22 Members Present

Cllr D Reynolds
Cllr B Barton
Cllr T Fraser
Cllr R Golding
Cllr J Howard
Cllr D Kendrick
Cllr K Kent

In Attendance

L Bradley, Responsible Financial Officer

37/22 Apologies for Absence

None

38/22 Declarations of Interest

None

39/22 Non-Committee Members/Member of the Public Present

Cllr D Pafford

40/22 Minutes of the Previous Meetings

Committee approved the minutes of the Finance, Administration & Policy Committee held on Tuesday 6th December 2022.

41/22 Public Involvement – Deputations, Petitions and Questions

At the commencement of item 8 Cllr Pafford spoke to the Committee regarding the item.

42/22 Year End Accounts, Annual Return and Internal Audit Report

Committee received and noted an update from the Responsible Financial Officer that the year end closedown will take place on 18th May 2023. The Year End Accounts, Annual Return and Internal Audit Report will go to the June Committee meeting.

- 43/22 Section 137 Increase 2023-24**
Committee noted the revised Section 137 expenditure limit of £9.93 (per elector) for 2023-24.
- 44/22 Government Pension Scheme Triennial Valuation Report**
Committee received, considered, and noted the Triennial Valuation Report to March 2022. The report details an improved funding position (82.7% to 94.1) which has resulted in 1.4% reduction in employer contributions to March 2026.
- 45/22 Movement of funds from Unity to CCLA**
At the December meeting of Council (162/22d) it was ratified that the Responsible Financial Officer and Clerk, in consultation with the Chair of Finance, Administration and Policy Committee transfer funds between the CCLA and Unity savings accounts.
Since the meeting in December the interest rates on the CCLA savings account have increased to 3.9% whilst the Unity Trust Bank Instant Access Account has increased to 1.7% therefore Committee agreed that it was beneficial to transfer funds to the higher interest rate account. The Committee resolved to transfer £500,000.00 from the Unity Trust Bank Instant Access Account to the CCLA Public Sector Deposit Fund on or after 1st April 2023.
- 46/22 Allotments - Cost Centre Split**
Committee approved the recommendation from the Responsible Financial Officer to create a new cost centre within the accounts so the costs for the allotments at Woolstone and Willen can be separated. This will then show financially how much revenue and expenditure each allotment incurs and will highlight any areas of concern.
- 47/22 Sale of Ransomes Mower and Trailer**
Committee noted that trailer has now been sold for an amount of £3600.00 and the Ransomes mower will be sold in March and the sale figure will be reported at the following meeting. The proceeds of both sales will be added to the Landscape Equipment Reserve within the Earmarked Reserves.
- 48/22 Committee Terms of Reference Review**
Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May 2023 – with no amendments.

The Responsible Financial Officer to send out month end reports to the whole of Council as they are produced as stated in point 4.
- 49/22 Committee Policies Review**
Committee reviewed the following policies prior the Annual Meeting of Council in May 2023.
- i. Financial Regulation - 6.18 to add Deputy Clerk and Estates Manager.
Section 11 need to update in line with revised procurement thresholds.

- ii. Investment Strategy – no change
- iii. Data Protection & Privacy Policy – no change
- iv. Councillors Introduction/Induction – no change
- v. Training Strategy (Members) – *Policy not progressed as Committee noted the Personnel Committee were updating the policy and both should compliment each other.*
- vi. Freedom of Information – no change

50/22 Parish Council Standing Order Review

Committee reviewed the Parish Council Standing Orders prior to the Annual Meeting of Council in May 2023. – *18.a.v and 18C - Increase procurement threshold from £25,000.00 to £30,000.00 from 21/12/22*

51/22 Income & Expenditure Report to 31st January 2023

The Committee noted the Income and Expenditure report as 31st January 2023.

52/22 Balance Sheet to 31st January 2023

The Committee noted the Balance Sheet as of 31st January 2023.

53/22 BACS and Direct Debit Payments to 31st January 2023

The Committee noted the schedule of payments made to the 31st January 2023. This schedule is for information only.

54/22 Date of Next Meeting

The next meeting will be held on Tuesday 6th June 2023.