

**The minutes of the
Finance, Administration & Policy Committee
Of Campbell Park Parish Council
held on Tuesday 6th December 2022
at The Springfield Centre, Springfield Boulevard, Springfield
Commencing at 6.00 p.m.**

18/22 Members Present

Cllr D Reynolds

Cllr D Kendrick (arrived at 18.55)

Cllr R Golding

Cllr K Kent

In Attendance

L Bradley, Responsible Financial Officer

D Warner, Clerk to Council

19/22 Apologies for Absence

Cllr J Howard

Cllr T Fraser

20/22 Declarations of Interest

None

21/22 Non-Committee Members/Member of the Public Present

None

22/22 Minutes of the Previous Meetings

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

23/22 Public Involvement – Deputations, Petitions and Questions

None

24/22 Election of Lead Member

Committee postponed the election of a Lead Member following the resignation of Cllr Reynolds at the last Committee meeting held in September 2022, until the next Committee meeting.

- 25/22** **2023/2024 Annual Parish Council Budget/Precept Consultation Report**
Committee received the 2023/2024 Annual Parish Council Budget/Precept Consultation Report, then resolved to make a recommendation of acceptance by Council. Committee also noted that the draft five-year Parish Council budget and Precept level for 2023/2024 will be considered at the December meeting of Council.
- Cllr Reynolds requested to pass on her thanks to the team who worked on the consultation and was very pleased with the response rate and consistency of feedback.
- 26/22** **Parish Council Draft Budget 2023/24**
With the project proposals and earmarked funds agreed at the November Council meeting having already been incorporated into the proposed draft budget for 2023/24, the Committee reviewed the budget on a 'line by line' basis. Having assessed the impact of the proposed draft budget for 2023/24 on the Parish Council financial reserves (balance sheet), the Committee then resolved to recommend the draft budget for consideration by Council.
- Cllr Kendrick arrived during the above item.
- 27/22** **Parish Council Precept Level 2023/24**
The Committee considered an appropriate Precept level for 2023/24, resolving to recommend to Council that the Precept level for 2023/24 be increased by 5%.
- With a confirmed 2023/24 tax base of 4076.08, a 5% rise to the Precept will increase it from the 2022/23 level of £788,934 to £846,113. A 5% rise to the 2023/24 Precept will increase the amount payable by a Band D equivalent property from £197.70 to £207.58.
- 28/22** **Internal Audit Outcome**
Committee received and noted the outcome of the Interim Internal Audit. Committee also noted that the report did not identify any issues requiring note or action. Committee thanked the RFO and Clerk.
- 29/22** **Parish Council Insurance Renewal**
Committee noted that the Parish insurance was renewed in September 2022 from Zurich at a cost of £4005.43.
- 30/22** **Sale of Rialtas Business Solutions to Harris Computer Corporation**
Committee noted that Rialtas Business Solutions have been sold to Harris Computer Corporation during October 2022. Our Accounts, Allotments and Bookings software is all supplied and supported by this company.
- 31/22** **Movement of savings from CCLA**
Committee discussed transferring some funds from the savings account with CCLA to the Instant Access account with Unity Trust Bank. Committee resolved to make a recommendation to Council that the Responsible Financial Officer and Clerk, in consultation with the Chair of Finance, Administration and Policy Committee, do so within the existing mandate.

- 32/22 Income & Expenditure Report to 31st October 2022**
The Committee noted the Income and Expenditure report as 31st October 2022.
- 33/22 Balance Sheet to 31st October 2022**
The Committee noted the Balance Sheet as of 31st October 2022.
- 34/22 BACS and Direct Debit Payments to 31st October 2022**
The Committee noted the schedule of payments made to the 31st October 2022.
This schedule is for information only.
- 35/22 Date of Next Meeting**
The next meeting will be held on Tuesday 7th March 2023 at 7.00pm.