

**Minutes of the meeting of the
Finance, Administration & Policy WORKING GROUP
Of Campbell Park Parish Council
held on Tuesday 7th December 2021
Commencing at 6.30 p.m.**

This meeting was held online through Microsoft Teams

The meeting was open to the Public

WG/16/21 Members Present

Cllr T Baines
Cllr K Kent
Cllr D Kendrick (Arrived at 18.41)
Cllr D Pafford
Cllr D Reynolds

In Attendance

L Bradley, Responsible Financial Officer
D Warner, Clerk to Council

WG/17/21 Apologies for Absence

Cllr T Fraser

WG/18/21 Declarations of Interest

None

WG/19/21 Non-Working Group/Member of the Public Present

None

WG/20/21 Minutes of the Previous Meetings

The Working Group approved the minutes of the Finance, Administration & Policy Working Group held on Tuesday 2nd November 2021.

WG/21/21 Public Involvement – Deputations, Petitions and Questions

None

WG/22/21 Parish Council Draft Budget 2022/23

With the project proposals and earmarked funds agreed at the November Council meeting having already been incorporated into the proposed draft budget for 2022/23, the Working Group reviewed the budget on a 'line by line' basis. Having assessed the impact of the proposed draft budget for 2022/23 on the Parish Council financial reserves (balance sheet), the Working Group then resolved to recommend the draft budget for consideration by Council.

Cllr Kendrick arrived during the above item.

WG/23/21 Parish Council Precept Level 2022/23

The Working Group considered an appropriate Precept level for 2022/23, resolving to recommend to Council that the Precept level for 2022/23 be increased by 2%. In the previous year it had been decided that the Precept should be increased by 5% for 2022/23, however the Working Group resolved that due to hardship caused by the Global Pandemic the Precept would be reduced for 2022/23 to 2%. From 2023/24 it would be increased back to 5%.

With a confirmed 2022/23 tax base of £3990.64, a 2% rise to the Precept will increase it from the 2021/22 level of £753,508 to £788,934. A 2% rise to the 2022/23 Precept will increase the amount payable by a Band D equivalent property from £193.82 to £197.70.

WG/24/21 Operation London Bridge

The Working Group resolved to recommend to the Council that the Clerk to Council should arrange a meeting with Woughton Community Council and collaborate with them to produce an action plan.

WG/25/21 Celebrating The Queen's Platinum Jubilee 2022

The working group reviewed the costs of The Queens Platinum Jubilee 2022 as set out by the Community, Social and Wellbeing Working Group with the following outcome:-

1. Hold a beacon lighting ceremony at 9.15pm on 2nd June – Recommend to Council.
2. Prove Jubilee themed activity packs in the May half term – Recommend to Council.
3. Ask local schools to colour in bunting flags and make bunting – Recommend to Council.
4. Plant a tree in each estate – Further costings are required before being agreed to recommend to Council.
5. Purchase of Platinum Jubilee celebration Rose bushes and plant in each sheltered housing complex – Recommend to Council.
6. To share information about how to organise, seek permissions to hold Street Parties on our Social Media platforms – Recommend to Council.
7. Provide cupcakes, cake stands & decorations for each sheltered housing complex to have a Big Jubilee Lunch – the Working Group considered

whether some of the housing complexes already have the facilities and ability to self-fund a Big Jubilee Lunch. Recommend to Council for only the sheltered housing complexes that cant self-fund.

8. Platinum Jubilee Family Fun Day – Further costings required from the Clerk of CSW for security and a shuttle bus from all estates within the Parish to Willen Pavilion – Recommend to Council.
9. Provide children’s craft sessions during May half term – more information required as to full cost if sessions in all estates before being recommended to Council.
10. Provide each school child in the Parish a Commemorative Item – Not to be recommended to Council as too expensive.

WG/26/21 Finance Training

The Working Group considered Finance Training from The Parkinson Partnership via BALC is agreed the Cllrs Kent and Reynolds take part in the course running on 19th January, online.

WG/27/21 Income & Expenditure Report to 31st October 2021

The Working Group noted the Income and Expenditure report as 31st October 2021.

WG/28/21 Balance Sheet to 31st October 2021

The Working Group noted the Balance Sheet as of 31st October 2021.

WG/29/21 BACS and Direct Debit Payments to 31st October 2021

The Working Group noted the schedule of payments made to the 31st October 2021. This schedule is for information only.

WG/30/21 Date of Next Meeting

The next meeting will be held on Tuesday 1st February 2022.