

**Minutes of the Finance, Administration & Policy Committee
held on
Tuesday 3 December 2024
commencing at 7.00pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the Public

Members Present

Cllr B Barton (Chair)	Cllr R Golding
Cllr T Fraser (arrived at 7.23pm)	Cllr D Kendrick
Cllr K Kavarana	Cllr K Kent
Cllr D Pafford	

In Attendance

L Bradley, Responsible Financial Officer

32/24 Apologies for Absence

None

33/24 Declarations of Interest

None

34/24 Members of the Public Present

1 member of the public was present

35/24 Minutes of the Previous Meeting

The minutes of the meeting held on 3 September 2024, having been previously circulated, were approved as a correct record and signed by the Chair.

36/24 Public Involvement – Deputations, Petitions and Questions

No members of the public made any representations in respect of the business on the agenda.

37/24 2025/26 Annual Community Council Budget/Precept Consultation Report

Committee received the 2025/26 Annual Community Council Budget/Precept Consultation Report, then resolved to make a recommendation of acceptance by Council.

38/24 Community Council Draft Budget 2025/26

The Committee reviewed the draft budget on a 'line by line' basis. Having assessed the impact of the proposed draft budget for 2025/26 on the Community Councils financial reserves (balance sheet), the Committee then resolved to recommend the draft budget for consideration by Council.

39/24 Community Council Precept Level 2025/26

The Committee considered an appropriate Precept Level for 2025/26, resolving to recommend to Council that the Precept level for 2025/26 be increased by 5%.

With a confirmed tax base of 4106.28, a 5% rise to the 2025/26 Precept will increase the amount payable by Band D equivalent property from £217.96 to £228.86, this will result in an increase of income from the 2024/25 level of £895,005 to £939,755.

40/24 Community Council Risk Assessment Review 2024/25

Committee reviewed the updated Risk Assessment for 2024/25 and recommend that the completed assessment to be forwarded to Council for ratification.

41/24 Credit Card Limit Increase

Committee considered increasing the level of one of the credit cards to £1000.00 (currently £500.00) this being the one held by the Estates Manager. Committee resolved to make a recommendation to Council.

42/24 Income & Expenditure Report to 31 October 2024

Committee noted the Income and Expenditure report as at 31 October 2024.

43/24 Balance Sheet to 31 October 2024

Committee noted the Balance Sheet as of 31 October 2024.

44/24 BACS and Direct Debit payments to 31 October 2024

Committee noted the schedule of payments made to the 31 October 2024. This schedule is for information only.

45/24 Date of Next Meeting

Tuesday 4 March 2025.