

BUDGET WORKING PARTY MEETING

Thursday 15th October 2020 – 10.00 am via Zoom

Present: Cllrs Mr P Williams (chair), Mr R Flemming, Mr K Lynch, Mr R Mayne, Mrs M Sherwin

In attendance: J Perry (Responsible Financial Officer & Deputy Principal Officer)
H Thomasson (Principal Officer)

8. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Mr Hall and were noted.

9. MINUTES OF THE LAST MEETING

Minutes of the last meeting 1st September 2020 had been circulated and were noted.

10. VARIANCE ANALYSIS OF OUTTURN OF 2019/2020 BUDGET

The Responsible Financial Officer (RFO) presented an enhanced budget outturn report for 2019/2020 displaying percentage variances for each cost code and after discussion it was agreed to use this document as a working template to aid setting of the 2021/22 budget in the coming months. The RFO suggested that the report be further enhanced with a column for the current year budget figures and perhaps further columns showing the percentage variance from prior years also.

11. MID POSITION BUDGET REVIEW 2020/21

The RFO presented the budget report to mid-position as at 30.09.20, together with a fee income forecast report and monthly cashflow report. The contents were discussed and noted with acknowledgement that the additional reports had been useful. Particular discussion took place regarding S106 monies held as reserves for maintenance. Members felt that it would be a useful budgeting tool to have a 5 year plan covering all aspects of maintenance, upgrades, renewals and new provision requirements for the parish open spaces and recreation grounds and therefore it was:

RECOMMENDED – that the Open Spaces Working Party work towards producing a 5 year plan for ongoing maintenance requirements and possible improvements for each of the open space and recreation grounds in the parish together with identifying further desired improvements in order to aid budgeting for ongoing maintenance and renewals as well as to be able to influence the provision element of future S106 developer contributions. Cllr Williams was to work with the Estates Officer to produce a template capturing the relevant criteria for the Open Spaces Working Party to use.

In light of the Budget Working Party meeting more regularly than in previous years, it was:

RECOMMENDED – that future meetings and minutes of the Budget Working Party be reported into Finance & General Purposes Committee in the first instance, as opposed to Council as is the current procedure, with any necessary changes to Standing Orders and Terms of Reference to be considered and approved if required. Budget approval and setting of the precept remains a decision of Council.

12. REVIEW CURRENT RESERVES

The current reserves report was discussed and noted.

13. BUDGET VIREMENTS

After discussion it was:

RECOMMENDED – that the following budget virements be made.

New Covid Reserve of £20,000 made up from
£10,000 from New Projects Reserve (amount agreed by Council June 29th minute 26)
£10,000 from Miscellaneous Income (Covid related Small Business Grant received)

It was further agreed that any direct Covid expenditure already incurred would be re-allocated against this reserve.

Millennium Hall Business Rates budget of £4,500 (100% rate relief obtained)
£500 to Bowls Pavilion Business Rates budget (under budgeted)
£4000 to New Projects Reserve

14. DATE OF NEXT MEETING

Wednesday 18th November at 10.00am via Zoom

The meeting closed at 11.50 am