



**Minutes of the Meeting of Finance & Administration Committee held at 18:30
on Tuesday 9 May 2023 in the Main Hall of the Village Hall**

Present: **Councillors**
J Lortie (Chair)
A Craven
P Harrison
A Holland
P Holland
B Honeyman
J Stennett
D Sowry-House

In Attendance: Catherine Horsley (Town Clerk & RFO)
Rachel Virrill (Deputy Town Clerk– Minute taker)

Public Participation

There were two members of the public present, none of whom wished to speak.

FA 22/36 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence.

FA 22/37 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

FA 22/38 Paper A - To Approve minutes of meeting held on 10 January 2023 LGA 1972, sch 12, para 41

The minutes of the meeting held on 10 January 2023 were **APPROVED**.

FA 22/39 Paper B – To Approve Accounts for Payment

Cllr Lortie raised the following query:

- Line 81: Was the supplier known to the Council. The Deputy Clerk confirmed NC Services was a separate licensed waste clearance business run by the Senior Youth Worker of the Corfe Mullen Youth Trust. The services were used to clear waste from the Grounds Unit Compound at a lower cost than hiring a skip.

It was **RESOLVED** to **APPROVE** the accounts for payment, totalling £10,965.91.

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A handwritten signature in black ink, appearing to be 'J Lortie', is written over the page number '12'.

Paper C - To Receive and Note the Budget Monitoring Report for the quarter ended 31 March 2023

Cllr Craven raised queries relating to accumulative figures for the 2022/23 financial year as follows:

- Line 75: What did the overspend relate to. The Clerk confirmed this was due to the water usage invoice received for the allotments dating back to 2019. Invoice was now received 6 monthly, with the next invoice due in June 2023.
- Line 99: What did the overspend relate to. The Clerk confirmed the annual insurance renewal across all cost codes was lower than previously.
- Line 88: Spend was not included in the 2022/23 budget. The Clerk confirmed the cost related to exceptional/capital budgeted spend for the chapel repairs in the 2021/22 financial year. However, work was not completed and invoiced during the financial year and was therefore carried forward to the 2022/23 financial year.
- Line 90: What did the overspend relate to. The Clerk confirmed the actual cost was higher than anticipated when setting the budget.
- Line 44: Should a by-election be held, what was the anticipated costs to the Council. The Clerk confirmed the costs were much higher than the budgeted amount.
- Line 68: What did the overspend relate to. The Clerk confirmed the overspend related to the Lockyers Hub rental costs from 1 April to 30 September 2023 invoiced and paid in advance.
- Line 79: Receipts were considerably higher than the budgeted amount. The Clerk confirmed actual receipt date for s.106 monies was unpredicted, although Council were aware of a payment due for Phase 2 of the Bellway/Harry J Palmer development.
- Recreational Ground Income: Receipts were considerably higher than anticipated, which was good news bearing in mind the additional spend incurred since taking over responsibility of sports provision and the sports pavilion from Corfe Mullen Sports Association (CMSA).

Members received and **NOTED** the Budget Monitoring Report for quarter 4 ending 31 March 2023.

FA 22/41 Matters for forthcoming agendas No decisions can be taken¹

Consideration to be given to regular costs e.g., insurance and tree surveys being included on the risk management schedule to be reviewed annually in October, ahead of budget setting. Members also agreed consideration should be given to a contingency budget for replacement play equipment.

FA 22/42 To Agree a date and time for the next meeting – Tuesday 8 August 2023 at 19:00 in the Main Hall of the Village Hall, Towers Way, Corfe Mullen.**FA 22/43 Close of Meeting at 18:40.**

Signed as a correct record of the meeting.....

Date.....

8-8-23

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)