



**Minutes of the Meeting of Finance & Administration Committee held at 19:00
on Tuesday 9 July 2024 in the small hall of the Village Hall**

Present: **Councillors**
J Lortie (Chair)
S Florek
L Hardy
D Sowry-House
V Papilio

In Attendance: Rachel Virrill (Deputy Town Clerk – Minute taker)

Public Participation

There were no members of the public present.

The Chair invited Cllr Sowry-House to speak following attendance at the 4th Birthday celebrations of Legs and Company Leg Club who had been awarded a grant by the Council as part of the small grants programme. Cllr Sowry-House shared the great job done by everyone involved and how valuable the service was to Corfe Mullen residents.

FA 24/16 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Craven due to family commitments.

FA 24/17 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 24/18 Paper A - To Approve minutes of meeting held on 21 May 2024 LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 21 May 2024.

FA 24/19 Paper B – To Approve Accounts for Payment

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £9987.22.

FA 24/20 Paper C – To Note the Budget Monitoring Reports for the quarter ended 30 June 2024

The Chair presented the report, highlighting the underspend of £65,866.76 during Q1, due to most of the expenditure due during Q2/3 of the 2024/25 financial year as listed below:

- Banking – CCLA transfers, twice yearly on receipt of the precept.
- Insurance – due in October 2024.

- Employees – salaries underspend due to recruitment of Senior Administrator/Deputy Clerk and Grounds Team Leader.
- Exceptional & Capital – majority of spend during Q2/3 of the 2024/25 financial year.
- Subscriptions – payable annually.
- Office IT & Software – overspend due to upgraded office hardware/software to Microsoft 365.
- Precept – paid twice yearly, in April and September.
- Rates – paid over 10 months.
- Office costs – fire safety maintenance conducted 6 monthly. Office cleaning ceased.
- Recreation Utilities – unrepresented payment of £1475.90 to 2nd Corfe Mullen Scouts Group.
- Pavilion H&S – fire safety maintenance conducted 6 monthly.
- Streetlighting – repairs and upgrade to LED on some columns to which the Town Council are responsible for.
- Contractors – BCP had yet to invoice for work carried out to date during the 2024/25 financial year.

Cllr Hardy noted the commentary in the Internal Audit Report for the year ending 31 March 2024 relating to the high level of general reserves and asked if this was being addressed. The Deputy Clerk confirmed following approval at the Full Council meeting held on 25 June 2024, orders for two new bus shelters, outdoor gym equipment, playground swings and Recreation Ground fence had been placed which were a significant expenditure from the allocated budget.

The Chair provided new members of the Committee with some background ~~te~~[about](#) the Councils previous finances and reiterated the Councils finances were in a very strong position.

Members **RECEIVED** and **NOTED** the Quarter 1 Budget Monitoring and Reserves Balance Reports for the quarter ended 30 June 2024.

FA 24/21 Paper D – To Approve Grants to Local Organisations Policy for the 2024/25 Financial Year

Members felt it was necessary to include an additional clause to cover the Council should any unfortunate matters arise, e.g. unethical behaviour or awarded grant not being used as intended.

It was **RESOLVED** to recommend to Full Council to APPROVE the Grants to Local Organisations Policy for the 2024/25 financial year, subject to the additional clause, to be updated and presented to the next Full Council meeting scheduled on 23 July 2024.

FA 24/22 Paper E – To Review and Approve Fund Transfers

It was **RESOLVED** to recommend to Full Council to APPROVE the fund transfers as listed in appendix 1.

FA 24/23 Matters for forthcoming agendas No decisions can be taken¹

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)

Cllr Sowry-House noted as part of the budget setting process for the 2025/26 financial year, for Council to consider an additional budget line to mark the 80th anniversary of the end of World War Two to support activities to commemorate the historic moment in time.

FA 24/24 **To Agree a date and time for the next meeting** – Tuesday 8 October 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

FA 24/25 **Close of Meeting at 19:35.**

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