

# MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF WATER ORTON PARISH COUNCIL

held on Wednesday 18<sup>th</sup> January 2023 at 10.00am at the Pavilion, Open Field Croft.

**Present:** Cllr. N. Bevan (Chair), Cllr. R. Lowe, Cllr. W. Rees, Cllr. P. Robinson.

**Guests in Attendance:** Cllr. S. Stuart.

**Public in Attendance:** 0

**Minute Taker & Clerk:** Kate Clover, [clerkwopc@gmail.com](mailto:clerkwopc@gmail.com)

**F22/07. Apologies:** None

**F22/08. Declarations of Interest and Dispensations:** None

**F22/09. Fees & Charges 2023/24:** It was RESOLVED to recommend that the Council adopt the proposed fees and charges in the table below with effect from 1<sup>st</sup> April 2023.

	<b>Fees &amp; Charges 2022/23</b>	<b>Proposed 2023/24</b>	
<b>Lease Rent</b>			
Bowling Club	£ 940.00	£1071.60*	*Estimate based on RPI 12 months to Nov 22 - 14% Increase by RPI (12 months to Apr 23) rate TBC
Tennis Club	£ 960.00	£1,094.40*	*Estimate based on RPI 12 months to Nov 22 - 14% Increase by RPI (12 months to May 23) rate TBC
Company of the Curtain	£ 280.00	£280.00	No change - 5-year review period set in Nov 2021
<b>Playing Field &amp; Pavilion Changing Hire</b>			
Football Club	£ 1,750.00	£2,000.00	Increase by RPI 14% + rounding – Charges to be reviewed by Council in July prior to new season start
<b>Allotment Rent</b>			
Allotments (per plot)	£25.00	£30.00	Increase of £5 per plot RPI 14%+ rounding
<b>Pavilion Hire Rates</b>			
Regular Users p/h	£12.00	£13.00	5% + rounding
Residents p/h	£15.00	£16.00	5% + rounding
Non Residents p/h	£20.00	£21.00	5% + rounding
Childrens party 3hrs	£50.00	£52.50	5% + rounding
Business hire p/h	£30.00	£35.00	5% + rounding
HS2/BBV 3.5hrs	£50.00	N/A	Remove rate - use standard business hire rate from 2023/24
New Years Eve	£100.00	£105.00	5% + rounding
Charity Rate (NCT) p/h	£15.00	£16.00	5% + rounding

It was RESOLVED to recommend to the Council that the Bowling Club Rent is reviewed as soon as possible with regards to whether Council will be taking on any ground maintenance responsibilities and ensuring a formal lease agreement is put in place. Rent to be reviewed based on services offered as part of the lease, and costs incurred by the Council for the insurance, maintenance and refurbishment of the building.

Due to the change in administration and new member of the Council, the Clerk would locate the lease agreement for the Green Room provide members access to the document when required.

It was RESOLVED to recommend to the Council that the Football Club Charges are reviewed again by July in readiness for their new season (due to begin mid-august) Council to consider whether additional pitch maintenance is required topsoil / seeding / fertiliser and costs of this.

It was RESOLVED to recommend to the Council that the Pavilion is hired for a minimum two-hour timeslot and that fees apply to the entire hire period (including any time required to set up and clear away) A suitable buffer of 15-30 mins to be allowed between bookings to allow for a changeover and mitigate any parking issues etc. Any new hirers to be responsible for setting up rooms themselves. Hire fees (including the structure of these to be reviewed again in October. A booking procedure outlining the above should be drafted as well as an up-to-date hire agreement put in place. It is recommended that consideration is given to delegate this to the Steerings Committee.

**F22/10. Transfers to Reserves:** It was RESOLVED to recommend that the Council establish Earmarked reserve funds for Asset Replacement, Bowling Club Toilet Re-Build, Guardrails and Pavilion Guttering and transfer the following amounts from the general reserves into each of the earmarked reserve funds as indicated:

	<b>Current Balance</b>	<b>Proposed transfers to reserves 2022-23</b>	<b>Anticipated closing balance 31.03.23</b>	
<b>Earmarked Reserves</b>				
Elections	£3,000.00	£1,500.00	£4,500.00	for May 2023 elections
Asset Replacement		£45,000.00	£45,000.00	Fund for replacement / major repairs of Council Assets - Play Equipment, Bus Shelters, Buildings etc.
Bowling Pavilion Toilet Rebuild		£15,000.00	£15,000.00	Expenditure due 2023/24
Guardrails		£7,000.00	£7,000.00	Expenditure due 2023/24
Pavilion Guttering		£2,500.00	£2,500.00	Expenditure due 2023/24
<b>Total Earmarked Reserves</b>	<b>£3,000.00</b>	<b>£71,000.00</b>	<b>£71,000.00</b>	

The remaining General Reserves are anticipated to be in the region of £33,000 at year end (equivalent to around 4 months of total running costs)

**F22/11. Draft Budget 2023/24:** The Clerk had prepared a draft budget showing an expenditure budget of £187,028.63, a precept of £90892.63 representing an increase of 11.9% to the precept and 10.98% to the Band D Rate an average increase per household of £7.12 per annum / £0.14 per week.

The Finance Committee recommended reducing the Bowling Club Maintenance to equal the lease rent income received from them (as any future additional maintenance considered by the Council would result in amending the amount of rent paid accordingly) and requested that the amount set aside for future asset replacement was reduced to £5,000 in order to keep the increase in the precept to a minimum this year. Anticipated cost savings in future years as well as potential increases to the Council Tax Base from new developments could then be used towards increasing the asset replacement fund in future years. With these amendments it was RESOLVED to recommend that the Council set the 2023/24 expenditure budget at £180,468.63 & set the precept at £84,332.63 for 2023/24 the difference will be met through the expected revenue and capital income for 2023/24 and from using earmarked reserves of £29,000. The recommended precept proposes a percentage increase of 3.9% from 2022/23 however due to an increase in the Council Tax Base the percentage increase to the Band D Rate would be 2.97%. The average Band D Tax would rise from £64.78 to £66.71 for 2023/24 an increase per household of £1.93 per annum / £0.04 per week. The table below is a summary of the proposed 2023/24 budget.

<b>INCOME</b>	
Precept	£84,332.63
Other Revenue Income	£10,524.00
Other Capital Income	£56,612.00
<b>Total Income</b>	<b>£151,468.63</b>
<b>EXPENDITURE</b>	
Staffing Costs	£43,852.14
Administration	£16,114.49
Maintenance	£23,890.00
Misc.	£11,000.00
Spend from Earmarked Reserves	£85,612.00
<b>Total Expenditure</b>	<b>£180,468.63</b>

**F22/12. Internal Controls Review:** It was RESOLVED to recommend that the Council appoint Kim Squires Internal Audit Services and arrange a mid-year review for 2022/23 as soon as possible. The cost for this would be £153.20 (plus any travel and out of pocket expenses) which includes a return visit at year-end to complete the internal audit checks for the AGAR, the fee for this work will not be billed until the beginning of 2023/24.

It was RESOLVED to recommend the Council open a Unity Trust Bank Current Account with dual councillor authorisation at a cost of £6 per month and to also open an Instant Access Business Saving Account with Unity Trust to increase investment interest.

It was RESOLVED to set Finance Committee meeting at least quarterly for budget monitoring and to set a date before the March meeting of the full Council to review risk management and the asset register plus any matters that may arise from the internal audit (mid-year) which may need to be resolved. Date to be agreed between committee members and Clerk in due course.

There being no further business the Chairman declared the meeting closed at 12:10pm

..... Signed ..... Date

DRAFT