

**Minutes of the Meeting of the Finance and Staffing Committee on  
Monday 16<sup>th</sup> December 2019 at 8.00pm  
at Parish Council Meeting Room.**

**Present**

Cllr Tubb (Chairman)  
Cllr Watton  
Cllr Wyatt  
Cllr Ronson

**In Attendance**

Clerk: E Barry and S Kenny (recording)  
Members of Public: 0

**19.118 Apologies –**

Cllr Duffield & Cllr Judge

**19.119 Minutes –**

To approve the minutes of the last meeting – PROPOSED Cllr Wyatt SECONDED Cllr Watton and AGREED.

**19.120 Declarations of Interest -**

There were no declarations of interest

**19.121 Public Participation –**

There was no public participation

**19.122 Financial Situation Reports**

**i. Reconciliations –**

Cllr Watton had completed and signed off the reconciliations prior to the meeting.

**ii. Month-end report and budget status October 2019 –**

The Clerk had circulated the month end report. Income to date £271,068 = 98.5% of budget (this does not include S106 funds). Expenditure £110,364 excluding CC spend. Cllr Wyatt asked why the variance of £417 under for the football permit. The Clerk reported this had been budgeted the previous year and that since then, the Park was registered for VAT and therefore net income would be less.

**iii. Community Centre**

- Income & Expenditure The Clerk circulated the income and expenditure budget for the Community Centre project. Total expenditure to date was £142,800 with income received from S106 funds of £190,000 and invoices pending payment of £52,000. The Clerk requested 30 days from invoice date for any payments on CC expenditure.
- Cash flow/schedule payments - The Clerk had circulated the revised schedule of payment estimates for contract fees to end of project.
- Review of invoices - The Clerk reported three outstanding CC invoices. Complete Building Control were asking for payment from a ProForma Invoice (VAT cannot be claimed on a proforma) but they would send a VAT invoice on payment.

**iv. Payments to be agreed -**

Café in the Park invoices (waiting clarification regarding on the amount), it was agreed to pay the first invoice, and make an adjustment later if necessary. It was AGREED to pay the CBG invoice provided once confirmation had been received from the Architect that services had been delivered.

**MOTION:** to recommend payment of invoices – PROPOSED by Cllr Ronson SECONDED by Cllr Watton and AGREED

**19.123 Risk register –**

review and recommendation; Cllr Tubb recommended a revision to reflect some of the older items that were perhaps no longer relevant. She would draft for review and sign off.

**19.124 Draft Budget 2020/21 –**

The Clerk presented the first draft budget, which incorporated recommendations from the Committees and the F&S Committee went through each item with a few recommendations. The Clerk would revise and produce the second draft for discussion at the January F&S, and then sign off at full Parish Council on the 8<sup>th</sup> January.

**19.125 Date of next meeting –**

tbc

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