

Minutes of the Meeting of Hemsby Parish Council Finance Committee held on Monday 9th November 2020 at 6.30pm remotely on Zoom

Present: Scott Bensley
Mark Kern
Keith Kyriacou
Tina Nudd (from 6.45pm)
Catherine Moore, Responsible Financial Officer
Kerrie Wilton, Parish Clerk (to 7.15pm)

Also present: None

1. Election of Chairman

Mark Kern was elected as Chairman, proposed by Keith Kyriacou, seconded by Scott Bensley, all in favour.

2. Apologies

There were no apologies for absence.

3. Declaration of Interest for items on the agenda

Keith Kyriacou declared an interest as a member of the Hemsby Football Club.

4. Minutes of the meeting held on 6th July 2020

The minutes of the meetings were **agreed** as an accurate record and would be signed by the Chairman.

5. Review of Quarter 2 Year to Date

The RFO presented the second quarter update. The report was **noted**.

6. Review of Draft Budget 2021/22

The RFO presented the draft budget for 2021/22, noting that all commitments and wish list items had been included which was why the increase was showing as very high. The following was agreed:

- The cleaning contract for the toilets would continue for a one month trial once the toilets were reopened following refurbishment, if this was not satisfactory the Council would look at other options. The agreed budget figure reflected the higher financial needs if the contract was outsourced.
- The refurbishment of the Pitt Road railing was set at £500, and would be a clean down and paint.
- The Kingsway Island additional grounds maintenance would be set for three additional visits in 2021 at £450/visit, totalling £1,350. An application could be made to BID for further works.
- The seed fund for the MUGA would be £5,000.
- The general reserve would be built up over two years at £15,000 per year.
- A staffing reserve would be considered for 2022/23 budget.

The RFO noted that the tax base figures had not yet been received, and if there was a significant change to this, the Committee would be reconvened to discuss the impact on the precept. Based on last years tax base figure of 1,418, the precept increase would be 55.65%. This was an increase of 40p per week per band D property, which it was felt was acceptable. With the above amendments and subject to receipt of the tax base figures, the draft budget was **agreed**, proposed by Keith Kyriacou, seconded by Scott Bensley, all in favour.

7. General Reserve Policy

It was noted that Governance and Accountability stated that a council of the size of Hemsby should have between six and nine months of net revenue expenditure in general reserves. This would be £50,000, and the Council currently had around £20,000 in reserves. It was **agreed** that the level of general reserve would be maintained at £50,000 and that this would be built up over two years at £15,000 per year.

8. Date of Next Meeting

The next meeting would be in May and would receive the internal audit report. An additional meeting would be scheduled if the budget needed revisiting on receipt of the tax base figures.

The meeting closed at 7.45pm

CHAIRMAN