

Elsenham Parish Council
Finance Committee Meeting held on 4 March 2024
at 1.15pm in The Memorial Hall, Elsenham.

Present:

Mr. B Burlton (Chair BB), Mrs. F Lambert (FL), Dr. G Mott (GM),
and Mrs. L Johnson (Parish Clerk LJ).

In accordance with section 1 of the Public Bodies (admissions to meeting) Act 1960 the public and press were excluded from this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Minutes

- 1. Apologies for absence:** None.
- 2. Declarations of Interest:** None.
- 3. Approval of minutes from the meeting held on 1 February 2024.**

The minutes of the meeting held on 17 January 2024 were agreed and signed by the Chair BB as a true record.
- 4. Grass Cutting Contract.**

The Finance Committee agreed to make a recommendation to Full Council that EPC accepts the tender from Mick Burke for the Grass Cutting Contact 2024/2025.
- 5. The Financial Regulations.**

2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.

The above paragraph from the Financial Regulations is not being observed. It was agreed that in future, at Finance Committee meetings FL will verify bank reconciliation and sign as evidence.

4.5 In cases of extreme risk to the delivery of Council services, the clerk may authorize revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000 excluding VAT. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.

It was agreed to change 4.5 in the Finance Regulations to read.

4.5 In cases of extreme risk to the delivery of Council services, or potential Councils liabilities the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000 excluding VAT. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.

With this amendment the Finances Committee will recommend to the Full Council that the Financial Regulations are adopted.

6. The Football Club has asked the following question.

The football club acknowledge the increase of fees being billed to the club on an annual basis based upon the pitch improvement being conducted with the understanding that fees relating to the pitch improvement works will be reviewed with football foundation draw down.

Whilst the club acknowledge the increase, we would appreciate a breakdown of the cost increase by improvement (football funding) vs standard maintenance (year on year PC costs) and how the finance committee has arrived at the increase/allocation of fees per category. We would certainly like to see the improvement and standard recreation maintenance usage fees split especially as the improvement fees are to be reviewed when funding is received from the football foundation, and it makes the split allocation more transparent.

It was agreed EPC should reply, EPC's policy is that the Football Club pay 2/3 of the maintenance contract and EPC pay 1/3 of the maintenance contract. The grant from the Football Foundation this year should be £8,448. The maintenance contract is £14,167. $£14,167 - £8,448 = £5,719$. The Football Club will pay £ 3,813, EPC will pay £1,906.34. The Playing Field litter picking budget for 2024/2025 is £2,625, the Football Club will be asked to pay half of the budget, £1,312.50. This makes their year contribution £5125.50.

The meeting finished at 2.00p.m.