

RECORD OF DECISIONS & ACTIONS



Finance Committee Meeting

11/05/2023

10.15am – 12.30pm

Meeting called by Cllr J MacKinnon

Attendees: Cllr J MacKinnon, Cllr B Thompson, Clerk F Richardson

Halton Village Hall Meeting Room

Location:

23.20 Agree Record of Decisions:

Decision:

The record of decisions for the 11th of Nov 2022 meeting was approved.

Actions:

Clerk to purchase firesafe

Cllr J Kumela to create new format, easy read, comprehensive risk register by 30th March 2024

23.21 Budget Review and Setting for 24/25

Budget:

The end of year figures were reviewed against the budget. It was recongised that the budget is a valuable tool, accurate and provides transparency for decision making. The Clerk was thanked for her hard work and diligence in completing the task and for the comprehensive transparent budget information and reporting.

Decision:

The budget and asset register were approved and will be applied and monitored in 2024/2025. Subject to the following amends/conditions (see actions)

The precept will be set at 6.92% £46,800.00 this equates to £3030.00 more than last year and will equate to an increase of £8.55 a year for Band D. This will provide enough funds to keep the Parish Council operating within budget and will enable them to maintain a reserve.

All members of the finance committee to have read access to Scribe accounting system. The chair of the finance committee will have full read-write access to the system.

The clerk will use scribe reports to share finance information with councilors at the HPC bimonthly meetings.

As Bucks council's legal responsibility for Highways, HPC (Halton Parish Council) are not including costs for Highways in the HPC budget, but they do think that HPC should, where possible, apply for grants for projects which need urgent action, and which are of benefit to Halton Parish Community.

To continue to print newsletter with external supplier.

It was agreed that the council would not take up the offer of devolved services this year but will investigate further in 2024 ready to make a decision for the next financial year.

Actions:

The clerk and the committee chair will meet monthly to review and track finances.
The Clerk and the Bookings Clerk will meet bi-monthly to review and track finances
Clerk to update Financial Regs to note: Finance committee – all members to have read access to scribe. The chair of the finance committee will have full read-write access to the system.

Budget amendments:

- Fiona to add additional hours of 7hrs x 7 to allow study for Cilica qualification – increase Clerks Salary budgeted amount to reflect this
- Streetlights increase allocation by £600 to enable review and improvement
- Increase HPC Printing and copy budget line to £2000 to incorporate printing of newsletter 3 times a year at a cost of £228.00 per print run.
- Move Wendover canal trust grant under village environment cost code
- £50.00 / month to be budgeted for a caretaker salary should the position become available, and an employed position is required rather than the current voluntary role.

Bank Balances & Pending Payments

The bank balances were approved.

The pending payment for a replacement Eco Street light bulb for St Michals Close was approved.

Scribe Accounting

Scribe, the new cloud-based finance system for HPC has been set up by the Clerk and all financial records input for the year 23-24. The Bookings Clerk inputted all village hall invoices for the year. The system will be used for monitoring the HPC budget, recording all financial records and related evidence and for invoicing. The new finance system and processes enable compliance, resilience, and corporate memory. Combined with the HPC modernised and professional IT provision implemented in 22-23 which includes email, secure document management, calendars, and online comms tools this provides transparency, governance, and sustainability.

Asset and Risk Register

Decision:

The Asset Register for 24/25 was approved.

Action:

Have the village hall revalued to ensure we have the correct value for insurance purposes and asset register.

23.22 Village Hall

Review of Finances:

The finances of the village hall for 23/24 were reviewed.

The village hall is breaking even and is self-sustainable financially. However, to maintain a reserve for unexpected costs or loss of income, it is imperative to ensure and monitor efficiency and capacity to receive maximum income.

Actions:

Monitor irregular bookings 24/25 and look to improve by promoting the hall to irregular bookers to achieve full capacity, utilise social media, noticeboards, and newsletters. Bookings Clerk and Comms Lead to promotion.

Bookings clerk, with the assistance of the Clerk, to provide the following information in a report to enable a review of the hall hire prices. New prices, if approved, to be in place 1st April. Reports also to be provided in the same format for bimonthly monitoring. The report should be provided by 23rd of January 2024

Report for period 22/23 and forecast for 24/25

Breakdown of Bookings per month, type, and value

Percentage Capacity

Income V Expenditure – Actuals

Benchmarks cost Wendover Memorial Hall, St Annes Hall, Aston Clinton – Buckland – Weston Turville.

Send out reminder emails to regular bookers in January 2024 – to encourage bookers to continue to book for 2024 and confirm bookings.

23.23 Resource

Decisions:

Clerks Annual Salary increased in line with National Association of Local Clerks (NALC) pay scales

Bookings Clerk is now to be managed by the Clerk

We can employ a paid caretaker if required in 2024

Actions:

Clerks' performance review – will take place in March, Cllr B Thompson and Cllr J MacKinnon will carry out the review.

The booking clerk is to be line managed by the Parish Clerk and the management of the village hall will be taken on by the Clerk now that the Village Hall Cllr lead has resigned. The Cllrs of Halton Parish Council will lead on the village hall, the village hall committee has now been retired. Report and Actions for the village hall will be monitored by the HPC at their bi-monthly meetings. Clerk to thank the village hall committee for their commitment and support over the years.

Clerk to complete a performance review for the Booking Clerk and review of salary will take place in March 2024.

Caretaker – The role currently is volunteer position, but needs to be formalised, including the Job Description and T&Cs. Clerk and Chair to create JD and review T&Cs by Jan 23rd, 2024

23.24 Grants

Progress on grants was reviewed.

Claim for the village hall sign and village environment grant by end of Feb 2024, Clerk to invoice Wendover Community Board Feb 2024

Clerk to invoice the community board for the environment grant, bug hotels in Feb 2024.

Once three quotes have been received for repairs and essential maintenance for the village hall a grant should be applied for by end of Feb 2024

Highways: Apply for two specific highway projects – road studs and the heavy goods signage for Perch Bridge in alignment with the report that Cllr S Barber provided.

Environment: The HPC is not anticipating major events in 2024/2025 as there is now an active voluntary group of residents organising events for the local parish. Should event funding be required, or an ad hoc event arises utilise the community board small grants to fund any events, if required.

Additional Instructions:

Date of next meeting: TBC March 2024