

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** held at the **ROYAL BRITISH LEGION HALL, GUILDFORD ROAD** on **THURSDAY 13 JANUARY 2022** at 7.30 pm.

Committee Members present Cllrs Tony Coomber (Chairman), Paul Howarth, Bob Hutton, Ben Pryke and Pat Tugwell

Non-committee members present Andy Beams (Locum Clerk)

FG-26 APOLOGIES
None.

FG-27 DECLARATIONS OF INTEREST
None.

FG-28 MINUTES OF PREVIOUS MEETING
RESOLVED: The minutes of the Finance & Governance Committee meeting held on 11 November 2021 were adopted as a true record.

FG-29 QUESTIONS FROM THE PUBLIC
None.

FG-30 FINANCIAL REPORTS
The Locum Clerk had circulated the payment list, income and expenditure, and bank reconciliation in advance of the meeting and talked through the content of each.

(a) To approve the Payment List for period 6 November to 31 December 2021

RESOLVED: Members approved payments totalling £70,947.95 as listed for the period 6 November to 31 December inclusive, noting the payments made on the Parish Council's behalf by Guildford Borough Council have now all been reimbursed.

(b) To note the Income and Expenditure year to date (to 31 December 2021)

RESOLVED: Members noted the income and expenditure report as of 31 December 2021, stating income at 99.9% of budget and expenditure at 55.5% of budget.

(c) To approve the Bank Reconciliations to 31 December 2021

RESOLVED: Members approved the bank reconciliation to 31 December 2021 and the report and original bank statements were signed by the committee Chairman.

FG-31 BUDGET 2022/23

(a) To discuss the process for year-end surplus/deficits and the effect on reserves
The Locum Clerk went through the council's financial position at the start of the year and explained how any surplus and/or deficit affects the general reserve at the year-end. It was noted that while the cash reserve held is lower than the 50% of precept recommended, the council has further holdings with the

CCLA valued at circa £61,000 which could be accessed if required. Members noted the Locum Clerk's report.

(b) To discuss the relationship between the precept, tax base and the Band D equivalent charge to residents

The Locum Clerk explained the three elements of the calculation, and that any proposed change to the precept should be considered in relation to the change to an individual household payment, rather than the total amount received by the council. As the tax base has increased for 2022/23, retaining the same amount per household will equate to a small increase in the total amount received by the council. Members noted the Locum Clerk's report.

(c) To discuss the 2022/23 budget proposal and agree a recommendation for approval by council

Cllr Hutton led Members through the most recent draft budget proposal, based on the original draft and updates and amendments made to it. As a result of the understanding gained regarding the change in council tax for individual residents, the proposed precept was increased by £1,295 which equates to a zero increase in the Band D for residents.

RESOLVED: Members agreed to recommend to council the amended budget proposal with an income budget of £164,945, expenditure of £170,043 and a precept of £148,295 (zero increase for residents).

FG-32

MATTERS FOR INFORMATION OR FUTURE AGENDA ITEMS

None

There being no further business, the meeting ended at 9.02 pm.