**Minutes of the Finance Committee meeting held at the Gladys Bevan Hall on**

**Tuesday 22nd November 2022 at 7pm**

**Present:** **Councillors:** B. Harber (Chair), S. Birnstingl, I. Ivatt and C. Warren.

**Also present:** Clerk: Stephen Keogh

**Members of the public:**  None

**F: 1122:01 Election of Chair.**

It was **RESOLVED:** To elect Cllr Harber as Chairman for the Finance Committee for the municipal year ending May 2023. Proposed Cllr Birnstingl, Seconded Cllr Warren.

**F: 1122:02 Apologies for absence**

There were apologies received from Cllr T Kardos.

**F: 1122:03 Declaration of Councillors personal or prejudicial interest**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

**F: 1122:04 Minutes of the last meeting**

The minutes of the meeting held on [22nd February 2022](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EZuOYF7TmzhOo9-cvwPQ7yYB0xjHiXnjTWCmVOUzBOHJBw) were approved as a true record. Proposed by Cllr Warren, seconded Cllr Ivatt and agreed.

**F: 1122:05 Public Adjournment**

No public were present

**F:1122:06** **Business Risk Assessment** – to review the [business risk assessment.](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/Ef2LFqYmj_lNrOp_7YGBW4MBQKQQYIXzW5faTRrUpwECeA)

The Business Risk Assessment circulated with the agenda was **NOTED.**

All previous actions have been completed.

The document was reviewed and discussed. All agreed to make some minor alterations including: clerk training record, tree warden inspections and GDPR.

Members highlighted that the Clerk was looking at new banking and investment options to reduce the risk to the finances.

It was also highlighted, that the Council staffing includes the option to employ the Cemetery Clerk for clerking meetings and for banking authorisations, which helps to ensure continuation of service due to illness etc.

The revised business risk assessment will be presented to the full council at the meeting on 13th December 2022.

**F: 1122:07** **Year to Date expenditure**

The [year-to-date expenditure](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EX0svLRGK9FCs7BvUm1LwC8BnB-N71n6PJ67LHcM2l47jQ), circulated with the Agenda was **NOTED** and reviewed in detail.

**F: 1122:08** **Tax Base**

The [tax base figures](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EebcqrIz6X9Jr8PVkYfXrUQBWOcmgbs-78YAIEcvLVcQuA) for the year 2023/24 circulated with the agenda, were **NOTED**

**F: 1122:09** **2023/24 Budget**

The [draft budget](https://upperbeedingpc.sharepoint.com/:x:/s/UBPC/EUL444Ai3LlOkud92dFh4NwB5UXpnGmpCgvjte-um8TqBA) proposals were reviewed and discussed; after much debate some adjustments were agreed. It was recommended that the revised budget is presented to Full Council for ratification at the meeting scheduled for 13th December.

Proposed Cllr Warren, seconded Cllr Birnstingl and agreed.

During the discussion it was resolved to add a cost centre for the new riverside walk land for maintenance. £1,000 was set as the budget for the first year.

The sports hall continues to cause concern as the costs vastly outweigh the income generated.

**F: 1122:10** **Charges**

**Sports Hall fees**

The sports hall charges were reviewed, it was **RESOLVED** to recommend an increase of all the charges by 10% per hour from 1st April 2023.

New costs - £9.90 per hour before 6.00pm

£12.10 per hour after 6.00pm

£13.20 per hour at weekends

**Allotment fees**

The current charge is 0.21755 per square meter. Fees were increased in 2022 by 10%. A year’s notice must be given to increase allotment fees. It was **RESOLVED** to recommend a further 10% increase (0.22705 psm) with effect from 1st January 2023.

Members **NOTED** that the Council does not include the allotment administration or allotment water usage in the cost calculations for the year.

Proposed Cllr Warren, seconded Cllr Ivatt and agreed by all.

**F: 0222:11 2023/24 Precept**

Considering the proposed budget, it was **RESOLVED** to recommend a [precept demand](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ET5JCoymH7hOt92Cq7uDyn8BWiq1poFRwG9Meqodt7WcKg) of £222,763 (an increase of 4.7%).

Proposed Cllr Warren, seconded Cllr Ivatt and agreed.

**F: 0222:12 Matters raised by Councillors**

Cllr Warren asked for more clarification on the Cemetery Finances

The Clerk and Chair explained that the Council only owns 45% of the funds, the rest are shared with Steyning and Bramber Parish Councils 45% and 10% respectively.

There being no other business the meeting closed at 8.40pm

Signed: Dated: