

## WRENTHAM PARISH COUNCIL

**Minutes of the Meeting of Wrentham Parish Council Finance Committee held at the Village Hall  
at 6.30pm on Monday 20<sup>th</sup> November 2023**

**Present:**   **The Chairman** – Cllr Ian Watson  
                   **Councillors** – Cllr Lindsay Hanger, Cllr Lucinda Hutson, Cllr David Fletcher, Cllr Keith Perry  
                   **The Clerk** – Mrs Frances Bullard

		<b>ACTION</b>
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>	
	None	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	
	All as Sole Trustees of the Village Hall.	
<b>3</b>	<b>CURRENT FINANCIAL POSITION (INC CIL/S106)</b>	
	<p>The Chairman shared the draft budget sheet &amp; projected reserves - these were reviewed &amp; discussed –</p> <ul style="list-style-type: none"> <li>• Second instalment of CIL from the Chapel Road development is awaited – The Clerk will clarify when this will be with us.</li> <li>• Revised Salary Scales have now been received from SALC and applied to the Clerk’s pay.</li> <li>• The Clerk will check if we are still members of Suffolk Preservation Society.</li> <li>• The Chairman is pleased to report a balanced budget.</li> <li>• Jubilee Planters – volunteers are needed to maintain these – The Clerk will raise with allotment holders.</li> <li>• CIL Spending – review to be added to the January PC Meeting Agenda.</li> </ul> <p>The Chairman spoke re best practice &amp; reserves.</p> <p>The Draft Budget will be taken to the full PC Meeting for adoption.</p>	<p style="text-align: center;"><b>FB</b></p> <p style="text-align: center;"><b>FB</b></p> <p style="text-align: center;"><b>FB</b></p>
<b>4</b>	<b>SUPPORT TO VILLAGE HALL</b>	
	<p>In previous years a grant has been made to the Village Hall of £4300 for Capital Projects. The Chairman asked if this is still required and if so what projects are planned. Cllr Perry advised that the Village Hall Management Committee are holding their AGM later this week and will provide an update.</p> <p>The first two phases of repairs to the drains have been undertaken– the pipes from the bridge to the main drain are ceramic and the plan is to replace these with plastic pipes – Dr Drane is obtaining quotes for this third phase.</p> <p>Cllr Perry said following the recent flood alert it has been suggested the Village Hall could be used as an Emergency Centre – The Clerk will make enquiries with ESC/SCC as to whether this is feasible and if they supply bedding etc.</p> <p>Cllr Perry said the Film Club would like to hold another event for children during the next half term &amp; would welcome support from the PC for refreshments, licence etc.</p>	<p style="text-align: center;"><b>FB</b></p>
<b>5</b>	<b>REVIEW OF ASSET REGISTER</b>	
	Asset Register – all assets have recently been reviewed and the register updated. The Chairman asked that Councillors look at assets as they travel around the village, if any repair/replacement is needed please take pictures and forward to The Clerk.	<p style="text-align: center;"><b>All</b></p>

<b>6</b>	<b>PARISH PRECEPT 2024/25</b>	
	After discussion it was proposed an amount of £18,672.58 be requested which will be a 0% change on resident's Council Tax bills, this will be taken to the full PC Meeting for approval.	
<b>7</b>	<b>REVIEW OF PROCEDURES AND RISK ASSESSMENT</b>	
	The Chairman spoke re risks, procedures and policies which are in place to ensure we have adequate financial controls – SAGE – online banking with dual authorisation for payments – Finance Meetings – internal & external audit – review of insurance etc. It was agreed existing controls are adequate.  Standing Orders and Financial Regulations are due to be reviewed – The Clerk will progress with The Chairman and Cllr Hutson.	<b>FB</b>
<b>8</b>	<b>ANY OTHER BUSINESS</b>	
	None	

There being no further business the meeting closed at 7:20pm.

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