

MINUTES OF THE MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE

held on Tuesday 28th March 2023, 7.00 pm at Council's Meeting Room.

PRESENT: Cllrs Phillips (Chairman), Forbes, Haite, Spoor and Tyrrell

IN ATTENDANCE: Samantha Booker (RFO)

MEMBERS OF THE PUBLIC: 0

The Chairman opened the meeting and welcomed everyone.

1. Public Question

None.

2. Apologies for absence

Councillor Draper

3. To receive Declarations of Interests from Members in respect of any matter on the agenda

None.

4. To confirm the Minutes of the meeting of the Committee held Tuesday 29th November 2022

The minutes were approved as an accurate account of the meeting.

5. Clerk's Report

The Clerk's report was received.

6. To consider staff pay increases from April 2023 (step / scale increases)

In the previous year, the step was given in April, and the percentage uplift of the whole rate tables was given as a backdated payment once the amount was known. Due to the high inflation rate it was agreed that the Council should this year make a reasonable judgement on the likely inflation percentage uplift of the tables. The meeting agreed to raise the salaries of those staff entitled to a step, plus all staff a further inflation element of 2.5%. It was thought that the official to be announced increase will be at least 2.5% and so any additional percentage pay rise will then be paid as a backdated lump sum. The RFO will produce the figures for the total salary increase in the budget versus the total salary increase represented by the above for presentation at the Full April Council Meeting.

7. To review updates of staff contracts

Cllr Phillips had re-formatted the document for the RFO and amended the documents for the Youth Workers and Cleaner to amalgamate the Job Description, Contract and pay calculations into one document (as for the Clerk and RFO) These are now ready to be presented to Full Council.

8 Budget 2022/23

a. To review expenditure

It was noted that the yearly spend for tax (4001) is over the predicted amount, but as 2022/23 is the first year that these figures have been split from salaries, it is not of major concern that these figures are slightly over.

Elections (4003) may not happen this year, but should they occur, the cost will be split with MSDC, and current funds should cover this.

Feed In Tariff for Solar Panel (1065) is less than expected for this year as the Panels were accidentally turned off for part of the summer. Safeguards are now in place to ensure this doesn't happen again. A suggestion by Cllr Phillips to install a solar power meter display in the office entrance will be investigated.

Due to some limitation in the RBS software, Event Staffing (3005) payments have to be included in Staffing (4000). While Events staffing needs to be budgeted separately, a note needs to be added to the spreadsheet to make it clear that the actual payments are included in Staffing (4000).

Nothing was spent on Reserves this year.

b. To review the predicted year-end

The current year end figures were shown to the Committee, as payments for March 2023 (Month 12) have been entered on the banking system. There may be a bill or direct debit that comes in unexpectedly before the end of March, but it will make very little difference to the figures.

It was agreed that the Public Sector Deposit Fund should be increased over the forthcoming years to more accurately reflect the Precept. Reserves should be nearer 75 to 100% of Precept, and current funds do not reflect this.

9. Annual review of Financial Risk Assessment document

The Financial Risk Assessment has been reviewed and it has been deemed fit for purpose. The RFO will re-read the Financial Risk Assessment to ensure everything is being adhered to.

10. Any items for reporting or inclusion on future agenda

RFO to talk to RBS to ensure that all relevant reports are available to us. It was decided that the RBS report 'Annual Budget By Centre' is a clearer and more concise report on monthly spends and that will be distributed to all Councillors monthly from April 2023.

11. Date of next meeting

To be decided by the new F & A Committee after Elections, but a quarterly review is usually undertaken in July.

Meeting Closed at 20.50

Chairman.....

Date.....