

Minutes of a meeting of the Finance and Probity Committee of the Parish Council held on Wednesday 1st December 2021 at 7.00pm at Sedbury and Beachley Village Hall.

Present: Councillors Bollen, Koning, Kotecha and Tullett. Officers: Mrs C Hinton (Clerk).

Also Present – Councillor Swambo as member of the public.

1. **ATTENDANCE**
 - a) **Resolved to receive** apologies for absence from those councillors unable to attend from Councillor Molyneux.
 - b) **Resolved to accept** those apologies received with reasons for absence from Councillor Molyneux.

2. **DECLARATIONS OF INTEREST**

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members.

Interests may be declared at any time during the meeting should they become apparent.

3. **MINUTES OF PREVIOUS MEETING**
 - a) **Resolved to approve** as a correct record the minutes of the meeting held on 1st September 2021.
 - b) **To consider any questions** arising from those minutes. **There were none.**

4. **PUBLIC CONSULTATION**

To receive and consider any questions from the Public, which may be answered but not debated.

There were no other members of the public present.

5. **PARISH CLERK'S REPORT**

To receive and consider the Parish Clerk's Report. **None required.**

6. **ACCOUNTS**
 - a) **Resolved to approve** the Accuracy of the Receipts and Payments entries to 31st October 2021.
 - b) **Resolved to receive and note** Budget Monitoring Sheet 2021/2022
 - c) **Resolved to approve** the accuracy of the YETI Project accounts sheet to 30th November 2021.
 - d) **Resolved to note** entries in Receipts and Payments spreadsheet had been checked by Councillor Bollen prior to the meeting.

7. **QUARTERLY FINANCIAL CHECKS**

To Undertake Quarterly Financial Checks. Five invoices and supporting paperwork were checked and found to be correct.

8. **BUDGET 2022/2023**
 - a) **Resolved to approve** budget proposals for 2022/23 for recommendation to full Council as per Meeting Minutes page 5.
 - b) **Resolved to approve** precept amount of £107,271 for 2022/23 for recommendation to full Council.

9. **PARISH COUNCIL DEBIT CARD**

Resolved to recommend to full Council to apply for a Council debit card for use by the Clerk for online purchases.

10. **MONMOUTHSHIRE BUILDING SOCIETY SIGNATORY**

Resolved to approve removal of Mr O'Toole as signatory for the online Monmouthshire Building Society Account and that a replacement signatory be sought from full council.

11. **GRANT APPLICATIONS**

Resolved to approve application for a grant of £300 from Sedbury Space towards a Community Christmas Lunch Project.

12. **FUTURE MEETINGS**

Resolved to note the date of the next meeting – 2nd March 2022.

The meeting concluded at 2022hrs.

Expenditure	Budget 2020/21	Budget 2021/22	Budget 2022/23	Comments
Salary C Hinton	22892	20000	21406	Assuming 1% Public Sector pay award.
Staff Expenses	2000	2000	2000	
Salary D Stevens	13895	14000	14100	Assuming 1% Public Sector pay award.
HMRC	6200	7000	7500	
LGPS TPC Pension Cont.	8736	9100	8904	Percentage rate reduced.
Sector Total	53723	52100	53910	
Insurances	1990	2050	2094	3 year LTA - assumed 2.0% index linking/IPT increase.
Newsletter		1240	1240	Assuming cost of delivery covered by advertising.
Audit Fees	780	780	780	Awaiting confirmation.
Stationery	250	200	200	
Subscriptions	1490	1800	1764	TBC (includes Parish Online and 10% GAPTC discount).
Office Equipment	500	0	0	
Chairman's Allowance	100	100	100	
Misc. (inc S&DLGA)	1400	1700	1760	Now including Zoom fee.
Sector Total	6510	7870	7938	
Training	1000	500	500	
Capital Costs	2800	0	0	
Election	0	0	0	
Grants	2800	1800	1800	
S&BVH	2000	2000	1500	21/22 included £500 hall hire which has not been charged.
Sector Total	8600	4300	3800	
Dog Waste	4459	6037	7420	
Grass	13941	13384	13384	
C/Yards & Grounds Maint	2000	2000	5050	
Play Area Inspections	1062	1062	1094	
Litter Picking	7196	7228	7370	
Tree Maintenance	5116	1854	1557	
Play Area Repairs	4800	6120	6304	
Street Harware	1500	1538	2244	
Sector Total	40074	39223	44423	
Working Group	1240	0	0	Now under Newsletter.
Total Expenditure	110147	103493	110071	
From Reserves	13000	3529	2800	released from earmarked reserves for councillor tablets
Precept	97147	99964	107271	
Earmarked/Ringfenced Reserves				
Funds for Future Significant Projects		24136.1		£14893 + 2020/21 VAT refund of £9243.10.
Tump Farm Comm. Benefit		26420		Now ringfenced for YETI Project.
Total		50556.1		
Estimated 21/22 year end reserves balance (as at 30 November 2021) £134,000				
After deduction of above earmarked/ringfenced reserves estimated balance - £86,244				