



**Minutes of the meeting of the Finance and Administration Committee.  
Held in Michael King Pavilion, Recreation Ground, Main Road  
Colden Common, SO21 1UU  
on Monday 7<sup>th</sup> August 2023 at 7:00pm**

**Present:** Cllr Alex Loughran  
Cllr John Pearce  
Cllr Maggie Hill  
Cllr David Martin  
Cllr Rob Veck

**Apologies:** Cllr Hazel Crosthwaite

**In attendance** Debbie Harding  
Sophie Thorogood (Asst Clerk)

**F01/23 To elect a Chair for the Finance Committee and receive their declaration of acceptance of office**

Cllr John Pearce took at the Chair in Cllr Crosthwaite's absence as current Vice-Chair.  
***Cllr Pearce proposed Cllr Crosthwaite as Chair of the Committee, seconded by Cllr David Martin and carried.***

**F02/23 To elect a Vice- Chair for the Finance Committee and receive their declaration of acceptance of office**

***Cllr Alex Loughran proposed Cllr John Pearce as Vice-Chair of the Committee, seconded by Cllr Maggie Hill and carried.***

**F03/23 To receive any apologies for absence.**  
Apologies were received from Cllr Hazel Crosthwaite.

**F04/23 To receive any Councillor declarations of pecuniary or non-pecuniary interests, in relation to any items on the agenda.**

Cllr Rob Veck declared an interest in the Climate Group who has made a grant application. Cllr John Pearce declared an interest as a member of CC4U.

**F05/23 To approve and sign the minutes of the meeting of the Finance Committee held on 24<sup>th</sup> April 2023.**

The minutes of the Finance Meeting held on 24<sup>th</sup> April 2023 having been circulated, were considered.

***The minutes were agreed as an accurate record of the meeting, proposed by Cllr John Pearce and carried.***

**F06/23 Update on minutes, correspondence and other relevant matters not included elsewhere on the agenda (for information only)**

The legionella testing has been booked in at £395 plus vat. Water testing is extra charge and will be completed for the two hot water tanks.

**F07/23 To receive questions from members of the public**

No members of the public were in attendance.

**F08/23 To receive the external auditor's opinion on the audit of the accounts for the year ending 31st March 2023**

The external auditors opinion has not yet received. The Clerk will be producing a front-page summary for the new JPAG document and will be distributing it in due course.

**F09/23 To receive a budget monitoring statement for the financial year to date.**

The budget monitoring statement was distributed for the first quarter of the financial year 2023-2024.

The Clerk reported 3 debts which are overdue which total £290.00. The Recreation Charity is currently holding £2,600 of income of which some will be granted back to the Parish Council as a contribution towards maintaining the Recreation Charity land.

The Recreation Charity has an aged debt of £100.

As the transfer of Stratton Copse has not yet been completed, it was noted that the budgeted income of £5,500 will be reduced as the payment is made every quarter to the owner of the title deed.

The Clerk and Assistant Clerk will start compiling the budget for 2024-25 in September. It was noted that the grounds maintenance contract is due to go for tender and the annual cost has not increased for over 5 years. It was agreed the tender documents should include details of how the tenders will be assessed in terms of price, quality and other decision-making criteria on how the contract will be awarded.

**F10/23 To receive application for grants and make a recommendation to Full Council for the awards**

It was agreed to ask the Policy and Procedures Committee to look at the grant policy and in particular the scoring process.

The applications for grant exceeded the funds available. Applications were competitive and in line with the adopted policy, applications were assessed on evidence as per the policy.

The Councillors felt that they were unable to support the applications for AC Delco and CC4U on this occasion.

It was agreed that the Climate Group Action group should reapply when grant applications open for a second round of applications.

***It was resolved to make the following recommendation to Full Council to approve the following grant applications which total £4,182.72.***

Colden Common Breathe Easy Group	£105.93
Colden Common Rainbows, Brownies, Guides	£1,796.00
Colden Common Pre-School project 1	£300.00
Colden Common Pre-School project 2	£863.79
Glen Park Resident's Association	£469.00
Olive Branch Counselling Service Limited	£100.00
Victim Support	£100.00
Citizen's Advice	£450.00
<b>TOTAL FOR ALL GRANT APPLICATIONS</b>	<b>£4,184.72</b>

***Proposed by Cllr David Martin, seconded by Cllr Maggie Hill and carried.***

***Cllr Pearce and Veck abstained.***

**F11/23 To review the Finance Committee Terms of reference, consider any changes and recommend them to Full Council for adoption**

It was agreed that an additional item be added under delegated authority to the Finance Committee (i) relating to managing legal issues in regard to Parish Council land including title deeds, ownership or boundary issues.

***It was resolved to recommended revised terms of reference for the Finance Committee to Full Council for adoption. Proposed by Cllr David Martin, seconded by Cllr John Pearce and carried.***

**F12/23 To receive the recent actuary valuation for Parish Council pension scheme**

At the last valuation on the 31<sup>st</sup> March 2022, the deficit for Colden Common Parish Council was identified as £239,800. This would be payable by Colden Common Parish Council if the Council decided to exit the scheme, or the last employee left employment.

It was agreed the figure of £239k should be added to the Parish Council financial risk assessment.

**F13/23 To agree any matters for the next meeting**

2024-25 budget

**F14/23 It was resolved to comply with the data protection act, this matter under F15/23 can only be discussed in a closed meeting - it is in the public interest that public and press be excluded from this part of the meeting under legislation contained in the Public Bodies (Admission to Meetings) Act 1960 due to data protection and legal issues.**

**F15/23 To discuss the boundary of Parish Council land contained in title deed HP556558 and resolve any action to be taken.**

A matter relating to the boundary of Parish Council land within title deed HP556558 was discussed. The detail is contained in a confidential note due to legal and data protection regulations.