

MNUTES OF FINANCE MEETING 15/12/22
Held on 15th December 2022 at Wayland Hall

Present: Kathryn Stallard (Chair), Peter Bishop, Don Saunders, Pat Warwick

1. Apologies for Absence - Jane Scarrott, Sue Hebborn, Tobi Amadasun
2. No declarations of personal, prejudicial and disposable pecuniary interest made.
3. (i) Minutes 10/11/22 confirmed as accurate record

(ii) Update from Minutes 10/11/22

No follow up yet from Ian Sharman on Church Walk re licensing or enforcement issues. Noted request made at Council Meeting that in the New Year IS be contacted for an update.

Repair of Mayor's Chain - TC has agreed Finance Committee and Heritage WP should create a research project to look into options re eventual replacement. Agreed Jane Fountain should be invited to that meeting.

Clock Tower - maintenance plans ongoing

Quotes for Hares Green hedging - work ongoing

Planters at Bridle Road - in place, planting to be undertaken

Laptops for Councillors - ongoing

Joint maintenance work Wayland Hall/Kings Arms - project didn't go forward. Quotes being sought for guttering work at Wayland Hall.

Photocopying- Mayor raised issues re amount of paper copies required by Councillors with Councillors

Toilet Refurbishment - project ongoing (asbestos check latest part of process)

4. To receive Bank Reconciliation 7/11/22 - agreed place this on agenda for next meeting.

5. Expenditure made since last meeting and current budget situation
£3,000 Donation to Stevens Almshouses re rendering/repairs.

Donation to Air Cadets not accepted at this time

Repair of Mayor's Chain - agreed (short term measure as agreed longer term solution needed)

Asbestos Check Public Toilets - quote £275 agreed

TC accepted National Pay Offer as presented.

TC agreed await cost/benefit analysis being currently undertaken by WSP at the Shire House site, (re agreeing to building of attenuation features)

TC agreed Clerk should discuss potential legal matters with landowner of site on Thetford Rd prior to engaging with solicitor (estimate from solicitor c£2,000 plus VAT plus work on any charity status).

TC deferred decision on donation request from Wayland Partnership (boiler).

TC accepted notes from HR Committee including plan to set aside sum of money in 23/24 Budget for possible extra staffing costs

5. Consideration of 2023 Budget

The committee discussed the notes provided by JS setting out a rationale for figures on the spreadsheet. These were based on discussions from last Finance Cmt Meeting, conversations between Clerk and Chair of Finance and matters raised at Council Meetings. It was agreed that the Clerk's experience and knowledge of ongoing requirements were reflected in the notes, as well as the 4 year planning document. It was agreed thanks should be recorded to Jane Scarrott for the excellent presentation of the Budget and potential increases to the future Budget.

The Committee considered the Budget Spreadsheet, discussing the needs within the different Cost Centres. Longer term matters also were considered, (eg raising energy costs) in addition to the 23/24 Budget figures.

The committee noted the request from HR Committee that a sum of money be allocated within the 2023 budget to possibly employ another member of staff once the review of job descriptions has been completed. An amount of £6,000 has been added into the budget calculations in preference to the use of a contingency figure.

It was agreed to defer the issue of photocopying and combine this with a more general discussion including the purchase and use of laptops.

Re the matter raised relating to the Cemetery skip - it was agreed that PB should discuss with TTSR issues around the use of a lockable skip.

After considering 3 different options, it was agreed to recommend to Full Council that precept request for 2023 - 2024 should be for **£408805** .

This would be based on a Budget requirement of £460005, offset by the use of £12000 from reserves and a predicted income of £39200.

With a tax base of 2883.4 the precept requested would result in a Band D charge of £141.78. This is an increase on 22/23 of £2.50 or 1.79%.

The precept increase itself would show a 4.37% increase.

7. Time and date of next meeting: 12th January 2023 1pm.

Recommendation to Council Meeting 10th January 2023

That the precept request for 2023 - 2024 should be for £408805 .

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With a tax base of 2883.4 the precept requested would result in a Band D charge of £141.78. This is an increase on 22/23 of £2.50 or 1.79%.

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PB