

## **NOTES OF MEETING OF THE FINANCE WORKING GROUP**

28<sup>th</sup> November 2022

Commenced: 7.00 pm Terminated: 9.20 pm

Present: Councillors Lee Allen, Yvonne Bushill, Martin Deakin, Richard Hovey, Graham Sawyer

Also in attendance was Mrs M Clough, Clerk and Responsible Financial Officer to Haslington Parish Council

### **1. APOLOGIES FOR ABSENCE**

There were no apologies for absence at the Working Group

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest submitted by Members of the Working Group

### **3. MEMBERSHIP OF THE FINANCE WORKING GROUP**

#### **RESOLVED**

That the following appointments, made by the Parish Council at its meeting held on 7<sup>th</sup> November 2022 be noted:-

Councillors Lee Allen, Yvonne Bushill, Martin Deakin, Richard Hovey and Graham Sawyer

### **4. APPOINTMENT OF CHAIR AND DEPUTY CHAIR FOR 2022/2023**

#### **RESOLVED**

- (i) That Councillor Hovey be appointed as Chair of the Finance Working Group for the remainder of the 2022/2023 Municipal Year
- (ii) That Councillor Deakin be appointed as Deputy Chair of the Finance Working Group for the remainder of the 2022/2023 Municipal Year

### **5. TERMS OF REFERENCE OF THE FINANCE WORKING GROUP**

#### **RECOMMENDED**

That the Terms of Reference of the Finance Working Group as appended to these Minutes (Appendix 1 refers), be approved.

### **6. FINANCIAL REGULATIONS**

#### **RECOMMENDED**

That the amendment to Paragraph 4.1 of the Haslington Parish Council Financial Regulations as appended to these Minutes (Appendix 2 refers) be approved.

## **7. FINANCIAL POSITION AS AT 18<sup>TH</sup> NOVEMBER 2022**

The Finance Working Group received updated information to 25<sup>th</sup> November 2022. Detailed discussions ensued on the potential impact on the 2023-2024 Budget.

### **RESOLVED**

**That the income and expenditure from 1<sup>st</sup> April 2022 to 25<sup>th</sup> November 2022 be noted.**

## **8. PROJECTS FOR THE 2023-2024 FINANCIAL YEAR**

### **RECOMMENDED**

**That the projects listed below be proposed for 2023-2024 and associated funding be reserved for their implementation:-**

- (i) Coronation - £5,000**
- (ii) Youth Project - £3,000**

## **9. DRAFT BUDGET FOR THE 2023-2024 FINANCIAL YEAR**

The Members discussed every budget heading in the Haslington Parish Council accounts and considered:-

- (i) The requirement of each budget for 2023-2024**
- (ii) Whether the level of funding for each required budget was adequate or over-resourced**
- (iii) Ensuring that the electorate were receiving value for money from the public purse**
- (iv) The 2022-2023 Precept per household of £38.83**

### **RECOMMENDED**

**That Haslington Parish Council considers approving the 2023-2024 Budget as follows:-**

<b>(i)</b>	<b>Administration</b>	<b>£18,050</b>
	<b>Christmas</b>	<b>£3,000</b>
	<b>Defibrillators</b>	<b>£400</b>
	<b>Floriculture</b>	<b>£10,000</b>
	<b>Grants/Donations</b>	<b>£4,500</b>
	<b>Grasscutting</b>	<b>£4,000</b>
	<b>Gutterscroft</b>	<b>£6,000</b>
	<b>Littering/Flytipping</b>	<b>£2,000</b>
	<b>Members Expenses</b>	<b>£1,500</b>
	<b>Neighbourhood Plan</b>	<b>£3,000</b>
	<b>Parish Community Maintenance</b>	<b>£19,790</b>
	<b>Payroll</b>	<b>£15,800</b>
	<b>Remembrance</b>	<b>£750</b>
	<b>Streetlighting</b>	<b>£1000</b>
	<b>Total Budget</b>	<b>£89,790</b>

- (ii) That the 2023-2024 Precept of £32.80 per household, which represents a saving of £6.03 (over 15%) per household be approved.**

## HASLINGTON PARISH COUNCIL FINANCE WORKING GROUP

### TERMS OF REFERENCE

#### **Terms of Reference for Haslington Parish Council Finance Working Group**

The Terms of Reference of the Finance Working Group were adopted at the meeting of the Haslington Parish Council on 5<sup>th</sup> December 2022.

#### **1. Membership**

Members of the Working Group will be appointed by the Parish Council and will consist of a minimum of 5 Members of the Parish Council, unless otherwise specified. The Clerk and Responsible Financial Officer must be in attendance.

The Term of Membership for the Working Group will be for a period of one year or to the next Annual Meeting of the Parish Council.

#### **2. Chair**

A Chair will be appointed at the first meeting by the Working Group.

#### **3. Powers**

The Finance Working Group cannot make decisions on behalf of the Parish Council. It will explore options to the Parish Council and make recommendations, which will be subject to approval by the Parish Council.

#### **4. Responsibilities and Areas of Operation**

The Clerk and Responsible Financial Officer will arrange meetings of the Working Group and coordinate any matters for discussion.

The Chair of the Working Group, if unable to attend a meeting of the Parish Council, will nominate another member of the Working Group to attend and deliver the progress report.

#### **5. Meetings of Working Groups**

A Working Group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any Councillor who is a member of the Working Group.

Clerk will draft a report detailing the proposals and recommendations made by the Working Group, which will be presented to the Parish Council, to contribute to its decisions relating to the financial planning of the parish budget.

## FINANCIAL REGULATIONS (AMENDMENT TO PARAGRAPH 4.1)

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £1,000;
  - a duly delegated committee of the council for items over £500; or
  - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.