



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Tuesday June 23rd 2020 starting at 11am.

Attendees: Cllrs. Simon Lucas (Chairman); Steve Herra; Graham Chillcott; Sylvia Wiggins
Also present: Mr. David Rigby – Clerk and RFO

A G E N D A (with notes of discussion)

1. **Apologies for absence.**
None
2. **Declarations of Interest.**
None
3. **Review of notes of previous meeting (May 1st 2020)**
All present were happy that the notes of the previous meeting were accurate.
4. **Consideration of any changes needed to Terms of Reference following adoption of “Council Objectives”.**
Members agreed to seek Council approval to:-
 - a. Add the following as a new Responsibility 14:- To examine and where relevant recommend to Council future possible models for Council operations in respect of funding of initiatives and activities, either in partnership with others or in specific task arrangements with the broader Parish community and other partners.
 - b. Renumber the existing Responsibility 14 as 15.

Members also agreed that a “Traffic Light” colour coded method would be suitable for monitoring progress.
5. **Review of the report prepared by the Responsible Financial Officer of income and expenditure against the approved budget for the three months to June 30 2020 and consideration of any suggested virements between budget lines as required to be recommended to Council**
The Clerk presented the above report which - subject to changing “Concern?” to “Overspend?” against each budget line was approved for presentation to Council by the AC Chairman at the Council meeting on July 14th 2020.
6. **Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee**
SL reminded AC members that for the present, the development of the “Parish Design Statement” (“PDS”) would stay with the Five Year Plan AC but at some point the Finance AC may need to be involved to consider cost implications of progressing the PDS.
7. **Agree date for next meetings**
Tues Sept 22nd, 10am (Q2 Budget Report)
Tues Oct 27th, 11am (1st Cut 2020/21 Budget)
Tues Nov 24th, 11am (Final review 2020/21 Budget)
Tues Dec 15th, 11am (Precept Setting review)