



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Tuesday December 15th 2020 starting at 11am.

Attendees:-

Voting:- Cllrs Simon Lucas (Chair); Steve Herra; Graham Chillcott; Sylvia Wiggins

Non Voting:- Mr. David Rigby – Clerk and RFO

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

- 1. Apologies for absence.**
None
- 2. Declarations of Interest.**
None
- 3. Review of notes of previous meeting (November 24th 2020)**
All present were happy that the notes of the previous meeting were accurate
- 4. Noting of Council's decision regarding the Finance Advisory Committee's recommended budget for 2021/22 and any actions required.**
Decision that Council supported the Finance Advisory Committee's recommended budget for 2021/22 of £23,360 was noted. No actions required
- 5. Consideration of the 2021/22 Precept request to New Forest District Council for approval by Council at it's meeting on January 12th 2021.**
The Clerk/RFO read a report which included the following "That the Finance Advisory Committee recommends that Council approves the submission to NFDC of a 2021/22 Precept request of £23,360."
Resolved: That the recommendation be approved.
Proposed Cllr. Herra, Seconded Cllr. Chillcott, all voting members in favour. **APPROVED.**
ACTION: Clerk/RFO to prepare report for Council meeting on January 12th 2021
- 6. Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee.**
None
- 7. Agree date for next meeting (Provisionally set for Friday February 19th 2021, 11am)**
Date and time agreed as above

Meeting ended at 11.17am.

**COPYTHORNE PARISH COUNCIL FINANCE ADVISORY COMMITTEE MEETING –
TUESDAY DECEMBER 15TH 2020**

ITEM NO: 3 – Review of draft notes of previous meeting (November 24th 2020)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Tuesday November 24th 2020 starting at 11am.

Attendees:-

Voting:- Cllrs Simon Lucas (Chair); Steve Herra; Graham Chillcott; Sylvia Wiggins

Non Voting:- 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 (November 2nd 2020)

All present were happy that the notes of the previous meeting were accurate

4. To discuss and approve a recommendation to Council of the 2021/22 Budget.

The RFO ran through the initial budget for 2020/21 produced following discussions at the previous meeting on November 2nd 2020. Members were happy that the budget totalling £23,360 required no adjustments and could now be presented to Council for approval on December 8th 2020

Proposed Cllr Herra, seconded Cllr. Chillcott. All present in favour.

5. Agree date for next meeting (Provisionally set for Tues Dec 15th, 11am)

Date and time agreed as above.

Additionally, the date and time for the next quarterly meeting was provisionally set for Friday February 19th 2021 at 11am

6. Confidential Item – Staffing Matter referenced in confidential report dated November 19th 2020 referenced “ SL 2”

Prior to discussion of this item and pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, Cllr Lucas advised the meeting that because of the confidential nature of the business to be transacted the public should leave during the consideration of this item.

Proposed Cllr. Lucas, seconded Cllr. Chillcott. All present in favour

RESOLVED: The meeting was closed to the public and the Clerk/RFO left the meeting.

Cllr Lucas then presented the above report to Cllrs. Herra, Chillcott and Wiggins for approval.

Proposed Cllr. Lucas, seconded Cllr. Wiggins. All present in favour.

ACTION:- Cllr Lucas will prepare a further confidential report (referenced “SL3”) for presentation to Council for approval at its meeting on December 8th 2020.

Meeting ended at 11.47am

**COPYTHORNE PARISH COUNCIL FINANCE ADVISORY COMMITTEE MEETING –
TUESDAY DECEMBER 15TH 2020**

**ITEM NO: 4 – Noting of Council’s decision regarding the Finance Advisory
Committee’s recommended 2021/22 Budget**

At the December 8th 2020 meeting (agenda item 15 – draft minute 209/20) Council approved with no requested amendments the Finance Advisory Committee’s suggested spending budget for 2021/22 of £23,360.

**David Rigby, Parish Clerk
December 10th 2020**

COPYTHORNE PARISH COUNCIL FINANCE ADVISORY COMMITTEE MEETING – TUESDAY DECEMBER 15TH 2020

ITEM NO: 5 – Consideration of the 2021/22 Precept request to NFDC for approval by Council on January 12th 2021

At the December 8th 2020 meeting (agenda item 15 – draft minute 209/20) I presented to the Council, on behalf of the Finance Advisory Committee, a suggested spending budget for 2021/22 of £23,360. This budget was approved as presented.

The funding requirement of £23,360 if covered fully by precept would mean an increase in the Parish Council Precept for 2021/22 of £344 over the Precept set for 2020/21.

NFDC have supplied to us the 2021/22 “Tax Base” which was approved by them on December 7th 2020) for the Parish of Copythorne which is 1221.0 (an increase of 1.30 over 2020/21).

The £344 increase requested equates to an extra 26p per annum (£1.64 pa in 2020/21) for a Band D property or 15p per annum per registered elector.

At the lowest end a “Band A” property would pay 67% of this increase (17p pa), at the highest end a “Band H” property would pay 200% of this increase (52p pa)

It remains the case that no Government cap applies currently on Town/Parish Council percentage increases. There is no guarantee that this will continue and for Councils such as Copythorne who start from a very low Precept value, in part due to historical decision making in respect of past Precept calculations, any cap could make it very difficult for the Council to raise funding to cover projects and costs in the future, as our administration costs would progressively rise, consuming the majority of the budget, leaving no funds for any development activity.

Last year, the Council approved a budget of £24,516 of which £23,016 was covered by Precept and £1,500 by transfer from Reserves.

The Council’s General Reserves as at March 31 2020 stood at £8,191. Our Internal Auditor suggests for a council of our size General Reserves should be maintained at between 33%-50% of the annual budget. Currently ours stand at the lower end of this recommended range at 35% of the proposed 2021/22 Budget. Therefore, as Responsible Financial Officer of the Council, I do not feel that any of the approved 2021/22 Budget should be covered by a transfer from Reserves.

Recommendation

That the Finance Advisory Committee recommends that Council approves the submission to NFDC of a 2021/22 Precept request of £23,360.

David Rigby, Parish Clerk
December 10th 2020