

**Ash-cum-Ridley Parish Council**  
**Minutes of a virtual meeting of the Finance Committee held on Tuesday**  
**27 October 2020 commencing at 9.45am**

Due to the COVID-19 social distancing restrictions, the meeting of the Finance Committee was held virtually via Zoom, in accordance with the Coronavirus Act 2020, clause 78(2).

Present: Cllr V Ngwenya  
Cllr Mrs Brammer  
Cllr M Brown  
Cllr M Manley  
Cllr P Nightingale

In attendance: Mrs A de Jager, Parish Clerk  
Ms K Law, Assistant Clerk/Finance Officer

**1. Apologies for Absence**

None.

**2. Declaration of Interest**

None

**3. Minutes of Previous Meeting**

The minutes of the meeting of 19 May 2020 were agreed and will be signed at the next physical meeting of the Finance Committee

**4. Sports Centre**

4.1 Current financial position and COVID-19 – the Finance Officer took members through the reports noting a deficit of £6,400. The Sports Centre received a government grant for small businesses in receipt of rate relief in the amount of £10,000 and £11,940 from furlough claims. Of the £27,000 income, £6,074 is from memberships. General reserves are £13,000 which is approximately 2 times running costs. Expenditure - Bank charges have increased due to the use of the card payment machine. Contract cleaning and cleaning materials have increased due to having a new cleaner and an extended cleaning regime. A new chair will be purchased for the Sports Centre reception. The school will not charge us for utilities while we were closed, but will resume billing from 01 September 2020. Income – both gym and racket memberships are under-budget.

Cllr M Brown PROPOSED that the drawing of the grant is approved as and when needed up to £15,000.00. SECONDED: Cllr Mrs Brammer and AGREED. It was NOTED that the Government has extended the Furlough scheme and staff will receive 80% of their wages during the second lock-down. This together with the fact that December is a

quieter month means that the projection will be worse than anticipated.

- 4.2 The current reconciled bank statements will be delivered to Cllr P Nightingale to be checked and initialled next week.
- 4.3 Parish Council Support Grant – Cllr M Manley PROPOSED that the support grant for the Sports Centre remains at £15,000.00 to be drawn as needed. SECONDED: Cllr V Ngwenya and AGREED
- 4.4 Sports Centre Budget – It was AGREED that due to lock-down, the budget will be reviewed and brought back to the Finance Committee in February 2021.

## 5. Parish Council

5.1 Current financial position – The Finance Officer took members through the reports noting that the Parish Council has received the second part of the precept increasing general reserves to approximately 7 x monthly running costs. Members were taken through the reports noting that a grant for the lunch provision in the amount of £2404.92 has been received, but we have not received any information on the continuance of this grant. Members were taken through the income and expenditure by heading noting that Parish Councils are no longer required to appoint a Data Protection Officer. Telephone expense had increased as we required some work to the telephone system in the amount of £125.00. A new contract will be set in November 2020. Photocopying costs are reduced as the copies was not connected to KCS and we have not been charged for the historic copies. Office equipment will be over budget as the office chairs and computers for the Clerk and Assistant Clerk need to be replaced. Costs of the Bulletin are down as we have only had two editions this year. Burial ground costs are up due to the new contractors and the cost of additional work removing rubbish and the fallen branch. The cost of the plaques for the Memorial Wall in the amount of +/- £7,000 will come out of the burial ground reserve. The senior Youth Club has not run this financial year. Sale of garden and recycling sacks have increased as the Village Association office is closed.

Cllr M Brown PROPOSED that the shortfall for the replacement flooring is taken from the Leisure Facilities reserve. SECONDED: Cllr Mrs Brammer and AGREED.

Cllr Mrs Brammer PROPOSED that the Community Infrastructure Levy (CIL) held in reserve are vired to the Burial Ground to go towards the memorial wall. SECONDED: Cllr M Manley and AGREED.

Cllr V Ngwenya PROPOSED that the £200 dispute in deposit at the post office in the 2019/20 year is written off. SECONDED: Cllr M Brown and AGREED.

- 5.2 The current reconciled bank statements will be delivered to Cllr P Nightingale to be checked and initialled next week.
- 5.3 It was NOTED that the date for the interim Internal Audit has not been set.
- 5.4 Financial Regulations – Cllr V Ngwenya agreed to carry out a review of the Financial Regulations and will report back to the next meeting.

5.5 Community Infrastructure Levy (CIL) – it was NOTED that the Parish Council is in receipt of £8,071.38 for the Manor House development SE/19/02005 and Ridley Farm, SE/19/01405.

**Confidential**

5.6 Staff salaries – Cllr M Brown PROPOSED that the increases recommended by the Personnel Committee are ratified SECONDED: Cllr Mrs Brammer and AGREED.

5.7 Parish Council budget – members went through the budget and Cllr V Ngwenya PROPOSED that the draft budget is accepted with a precept increase of 2.6% and the deficit in the budget to come from General Reserves. SECONDED: Cllr M Manley and AGREED. This recommendation will go to the November 2020 Parish Council meeting for approval.

**6. Dates of Future Meetings**

The date of the next meeting of the Finance Committee was set for Tuesday 09/02/21

The meeting closed at 11.22am

Signed: .....  
Chairman

Date: .....