

**MINUTES of a Finance Committee Meeting of Tatsfield Parish Council held on the 18th October 2021 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG commencing at 8.00 p.m.**

**Present:** Ms Alex Davies (in the Chair) Mr Jason Syrett Mr David Pinchin Ms Kim Jennings

**In Attendance:** Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 8.00 p.m.

**1. Election of Chair**

Nominations for Chair of the Finance Committee were requested from Members. Kim Jennings proposed Alex Davies and this was seconded by Jason Syrett.

099F/1021 Alex Davies was therefore elected Chairman of the Finance Committee for 2021-22

**2. APOLOGIES**

100F/1021 Stephen Mittins had sent his apologies. These were received and accepted by Members.

**3. DECLARATIONS OF INTEREST (relating to items on the agenda)**

None

**4. Approve and sign the MINUTES of the previous meeting held on 4th March 2021**

101F/1021 It was resolved that the minutes reflected a true and accurate record of the meeting held on 4th March 2021. They were duly signed by the Chair.

**5. External Auditor's report**

The Clerk reported that the PC had passed the external audit. It had been a laborious process this year due to the variations in almost all categories of income and expenditure. One note from the external auditor was that the Box 9 (PC's assets) total had been incorrectly carried over from the year before last and not last year. The Clerk apologised for this oversight.

**6. Review Asset Register**

The Clerk had spent some time on rewriting the PC's Asset Register so that it was presented in a more user-friendly format. There were a few details that needed to be researched and added and so this item was deferred until the next meeting.

**7. Review of current year spend**

The Clerk had prepared a draft budget based to the known expenditure and income. This had been circulated to members of the Finance Committee. Members reviewed all budget lines and there were 6 which needed to be set: Precept, grants received, capital expenditure, Neighbourhood Plan, AMB, Christmas Lights.

102F/1021 Members requested the Clerk update the draft budget with the amended and proposed figures for final agreement at the next meeting. Nb: The Neighbourhood Plan figures were deferred until the next meeting.

**8. Preliminary discussion of priorities for future spending**

Members discussed future expenditure. This included the following: new laptop, Office 365, funds for the Neighbourhood Plan public consultation and Referendum, Platinum Jubilee tree and Platinum Jubilee celebrations.

**9. Review of Clerk's salary (Under Part 2)**

This would be discussed under Part 2.

**10. Preliminary discussion on Precept figure for 2022-23**

103F/1021 Members discussed the Precept and agreed an amount of £55,000

**11. Review of Parish Council's Grant Awarding Policy and set deadline for grant applications for financial year 2022-23**

104F/1021 Members reviewed the Grant Awarding Policy and agreed no changes were needed.

105F/1021 Members set a deadline of 15<sup>th</sup> November 2021.

**12. Items for Discussion or Referral to Future Agendas**

None

**13. Date for next meeting**

Monday 22<sup>nd</sup> November 2021 at 8pm

The meeting closed at 9.49 p.m.