



Bothenhampton & Walditch
Parish Council since 1886

**MINUTES OF FINANCE AND FUNDING SUB-COMMITTEE MEETING
held remotely at 2pm on 8th January 2021**

Initials:	Invited:
CA	Cllr Chris Addis (Chair)
AL	Cllr Ann Langridge
TC	Tan Cox (RFO & Clerk)

Declaration of any pecuniary interests relating to items in the agenda:	Action
None	
Apologies: None	
<p>CLERK'S NOTE</p> <p>Due to the COVID-19 virus and social distancing requirements this meeting was held remotely using video conferencing software.</p> <p>The L01-20 Local Authorities and Police and Crime Panels (coronavirus) (flexibility of local authority and police and crime panel meetings) (England and Wales) Regulations 2020, Regulation 5(2) require that all participants should be able to be seen and heard throughout the meeting and this condition was satisfied.</p>	
<p>MINUTES OF F&F MEETING – 30th October 2020:</p> <p>The minutes of 30th October were approved, and a copy will be posted to the website.</p> <p>MATTERS ARISING FROM MEETING ON 30th October 2020</p> <ul style="list-style-type: none"> • Regarding Cash Flow Forecast – Cllr AL to keep the two additional pages known as grants in/out up to date. Action completed. • Regarding Lengthsmans hours – request schedule of work completed bi-monthly. Action completed. 	

Minutes agreed: Chairman

on 5th March 2021

	Action
<p>RECOMMENDATIONS REFERRED TO THE MAIN COMMITTEE HELD ON 9TH NOVEMBER 2020</p> <ul style="list-style-type: none"> • Regarding 2021/22 Precept - the main committee to consider raising our precept request to £50,000.00. Cllr CA asked that this be revised to £49,500.00 and this was approved by the main committee. • Regarding Dog and Litter bins - the main committee to approve the funding of 5 new dog bins and 1 litter bin from current years' reserves. <p>Recommendations from the Main Committee 9th November 2021</p> <p>None</p>	
<p>MAIN BUSINESS</p> <p>Cash Flow Forecast – the latest iteration of the CFF was discussed and Cllr CA pointed out an anomaly on the playground fund sheet. Cllr AL suggested that the sheet is removed as it is no longer relevant. There was some discussion around the various entries in the playground fund sheet.</p> <p>It was agreed that the Clerk would create a deposit account sheet and draw up a sheet within the 'Cash Book' that she currently updates.</p> <p>The Grants sheet of the CFF was discussed and a couple of amendments were suggested, for example the £398.63 (Amenity Space) and £136.55 (Natural Greenspace) to be allocated to the nature reserves, and £130.00 (Allotments) to be allocated to the Lower Walditch Play Area (land adjacent to the Lower Walditch Plan Area/allotments. (These sums to be highlighted to the OSPA committee as available funds).</p> <p>The sum of £4743.00 and £1142.17 to be allocated to Walditch Village Hall windows.</p> <p>The cash flow projection (main page) was confirmed as accurate and correct.</p> <p>Lengthsman's Hours - the Clerk confirmed that she had now received these work sheets from Bridport Town Council. Cllr AL confirmed that she had checked the latest version and found an error which had been referred back to the Clerk to deal with.</p> <p>It was agreed that a councillor from each of the other two sub-committees should check the work sheets for errors. The Clerk agreed to put this item onto the two relevant agendas.</p> <p>Dog and Litter Bins – The Clerk confirmed that she had written to DarylC (Bridport Town Council) on 16th December 2020 and a follow up letter was sent on the 8th January 2021.</p>	<p>Clerk</p> <p>Clerk</p>

<p>Contingency Funds for unexpected costs – The Clerk had raised this as an item in the agenda following the requirement to pay for tree work at 3 Howards Close, Bothenhampton in the sum of £95.00 for initial inspection and the cost of undertaking the work of £450.00, for which there was no budget. This was discussed and it was agreed that the costs should be allocated to ‘Open Spaces Maintenance’. It was also agreed that similar unexpected tree work costs should be allocated to this budget.</p> <p>Cllr CA raised the issue of the email from Cllr JB which had been received by the sub-committee on the 7th January 2021 regarding a ‘statement of available funds’ and the need to agree expenditure on small items without a reference to this Finance and Funding sub-committee.</p> <p>The content of the email was discussed, and Cllr CA confirmed that the precept is spread across all the cost centre headings within the Cash Flow Forecast and therefore, there are no ‘available funds’ as all will have been allocated at the beginning of the year.</p> <p>Items for which there are no ‘specific’ budgets could be allocated to ‘other costs’ (and the cash book would identify what these consist of).</p> <p>It was acknowledged that there is cash available that doesn’t get spent however this is ring-fenced for the 3 play areas (replacement and maintenance of play equipment).</p> <p>The parish council have asked for a precept of £49,500 which provides a potential budget for green space projects which are undefined but planned, for example spending on the nature reserves.</p> <p>Due to the lateness of the email from Cllr JB none of the sub-committee members had been able to review it. It was agreed that Cllr CA will formulate a response to Cllr JB and pass it to the Clerk and Cllr AL prior to sending to him.</p>	Cllr CA
<p>AOB</p> <p>The Clerk raised a couple of issues regarding her working from home allowance (which had been increased by the government to £26 per month), and also the cost of travelling (mileage) to pay for travel to the various sub-committee meetings. Original contract of employment specifies travel to Bridport 10 times a year (ie: 10 committee meetings).</p> <p>This extra expenditure was supported by Cllrs CA and AL.</p>	
<p>Next Meeting – 5th March 2021 at Stoneleigh / Zoom @ 2pm</p>	

SUMMARY OF AGREED ACTIONS – 8th January 2021

Action	Owner	Pages
Regarding Deposit Account - create a deposit account sheet within the 'Cash Book'.	Clerk	2
Regarding Lengthsmans Hours – a councillor from both the OSPA and TT&F to check the lengthsmans work sheet. Place on relevant agenda.	Clerk	2
Regarding Cllr JB's email – Cllr CA to formulate response.	Cllr CA	3

ITEMS ROLLED OVER – 8th January 2021

Action	Owner	Page
None		

RECOMMENDATIONS REFERRED TO MAIN COMMITTEE – 11th January 2021

Item	Page
None	

RECOMMENDATIONS REFERRED TO OSPA SUB-COMMITTEE – 22nd February 2021

Item	Page
Regarding Lengthsmans Hours – a councillor from the OSPA to check the lengthsmans work sheet.	2

RECOMMENDATIONS REFERRED TO T T & F SUB-COMMITTEE – 8th January 2021

Item	Page
Regarding Lengthsmans Hours – a councillor from TT&F to check the lengthsmans work sheet.	2