

**Draft Minutes of a Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Thursday 21<sup>st</sup> November 2019 @ 20.00, Parish Room, Church Lane, Doddinghurst.**

**Present:** Cllrs. Mr G. Smith ( Vice Chairman), Mr A. Farrow, Mrs. Julia Le Page, Mr M R Capon, Mr A. Smith

**1. Apologies for absence.** Cllr Mrs D. Dicker

**2. Declaration of Interests relating to items on the agenda.** No interests declared.

**3. 🗳️ Resolved:** Approved, minutes of the meeting held on 16<sup>th</sup> May 2019

**4. Information: Update on actions since last meeting and External Audit Closure**

Noted: End of year audit process completed, external audit report received without comment and posted on notice board and website. VAT reclaimed for April to September 2019 with next claim due in January 2020. Doddinghurst Parish Council Standing Orders and Financial Regulations have been revised and published on the website. NALC did issue a further update but was not applicable to DPC. The Clerk is being added as a signatory via bank mandate process.

**5. Information: Cost recovery principles for Allotments and Burial Ground**

The Deputy Clerk is employed on a temporary contract, primarily responsible for the administration of the Burial Ground and Allotments with cost recovered from income received. She also provides holiday cover for the Clerk and updates the website. The majority of her time (approximately 8 month's salary cost equating to two thirds of burial income received) is spent on Burials with approximately 2 month's salary cost (equating to half of income received) on Allotments and 2 month's salary cost on office support. The RFO is checking the cost recovery principles for the Burial Ground and Allotments particularly as long term maintenance of the Burial Ground needs to be reflected in the budget.

**6. Information: 2019/20 budget review and forecast to the end of March 2020 including assumptions about 2020/21 and planned projects. Precept forecast and analysis for 2020/2021.**

The Council reviewed the forecast outturn and budget assumptions for the remainder of 19/20 and 2020/21. Budget for 20/21 including refurbishment of the Parish room toilets, cleaning and maintenance of the Peartree Green pond and sign, VE day luncheon for up to 80 people, new Parish Website required from end of March 2020, and new contract with Blackmore Youth football club was noted. The allocation of funds for future burial ground maintenance, Play Area equipment maintenance and contingency was also noted. The current precept is £71,914 and there are no longer any discretionary grants from Brentwood Borough Council.

**7. 🗳️ Resolution: Approved:**

The budget for 2020/21 was agreed and 2020/21 precept recommendation to go to Full Council in January 2020 as £74,072. Annual cash increase is 3% £2158 based on a tax base of 1186.

Note : Subsequent notification from Brentwood BC in January 2020 has advised that the tax base for Doddinghurst has increased from 1186 to 1203 (by 1.43%) ; this changes the Band D precept from an expected £62.45 per annum to £61.54, so increase of just £0.91p rather than £1.82 a year, resulting in an effective Band D increase of 1.5%.

**8. Any Other Urgent Business strictly for information only.**

The Pension regulator has reminded us that re-enrolment and re- declaration of staff in the DPC Pension scheme is required by 1<sup>st</sup> June 2020 (staging date 1<sup>st</sup> January 2020)

**The meeting was closed at 21.30**

Signed: ..... Debbie Dicker (Chairman)

Dated: 21<sup>st</sup> May 2020