

Minutes of a Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Wednesday 21st November 2018 @ 20.00, Parish Room, Church Lane, Doddinghurst.

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

1. **Apologies for absence.** Full attendance.
2. **Declaration of Interests relating to items on the agenda.** No interests declared.
3. **👉Resolved:** Approved, minutes of the meeting held on 10th May 2018.
4. **Information: Update on actions since last meeting.**
Noted: End of year audit process completed, external audit report received and posted and Governance compliance actioned; Risk assessments completed and Insurance renewed; Salaries have been paid on Local Government 18/19 pay scale and one member of staff is enrolled with the NEST pension scheme; GDPR all actioned and the old DPC website address is still active but only for rerouting people to the new website. The freehold purchase of Peartree field was completed in July '18.
5. **Information: 2018/19 budget review and forecast to the end of March 2020 including assumptions about 2019/20 and planned projects. Precept analysis for 2019/2020.** The Council reviewed the forecast outturn and budget assumptions for the remainder of 18/19 and 2019/20. They noted the planned expenditure on Peartree Field resulting in an overall forecast deficit of expenditure over income for the year 18/19. Budget for 19/20 including refurbishment of the Parish room roof and toilets and ongoing expenditure on the Play area based on historic expenditure was noted. The allocation of funds for future burial ground maintenance, Play Area equipment maintenance and contingency was also noted. The current precept is £69820 and there are no longer any discretionary grants from Brentwood Borough Council.
6. **👉Resolution: Approved:** The budget for 2019/20 was agreed and 2019/20 precept recommendation to go to Full Council in January 2019 as £71,914 (3% increase - £60.63 a year for a Band D property based on a tax base of £1186)
7. **Information: Governance:** Reviewed and noted an Internal Audit checklist circulated by EALC autumn 2018.
8. **Information and 👉Resolved:** Revision of Cheque signatories for Santander and Barclays Bank: It was agreed that two new signatories were to be added (Ann-Marie Smith and Michael Capon), and one existing signatory was to be removed as the member had retired.
9. **Any Other Urgent Business strictly for information only.** None

The meeting was closed at 21.30

Signed: Deborah Dicker (Chairman)

Dated: 16th May 2019