**BOTTISHAM PARISH COUNCIL**

**FINANCE COMMITTEE**

**AGENDA**

**A meeting will be held online on Tuesday 20 April 2021 at 7 pm for the purpose of transacting the following business.**

**All residents are welcome to attend via Zoom. The link is:**

<https://us02web.zoom.us/j/81469940199?pwd=cjB6b0wxcHk5dHNJcXdRRlpFSjNWUT09>

Meeting ID: 814 6994 0199 Passcode: 593728

1. Apologies for absence
2. Minutes of previous meeting (26 January 2021) – Attachment 1
3. Matters arising

a. Cambridge Building Society Account

b. Internal Auditor feedback

c. Clerk Pension contributions

1. Draft Accounts 2020-21 and Draft Annual Governance & Accountability Return
2. Asset Register and Insurance renewal
3. Risk Register
4. New Cemetery – proposed written agreement with ECDC regarding Compulsory Purchase (Cllr Ogborn)
5. Date of next meeting - 23 November 2021, 7 pm for consideration of draft budget and Precept for 2022-23

Attachment 1

**BOTTISHAM PARISH COUNCIL**

**MINUTES OF FINANCE COMMITTEE**

**Held on Tuesday 26 January 2021 by online meeting**

**PRESENT**

Cllr Clarke – Chair. Cllrs Buchanan, Ogborn and Winkcup, the Clerk.

**1. APOLOGIES:**

None

**2. MINUTES OF LAST MEETING (19 October 2020):**

Approved unanimously

**3. MATTERS ARISING:**

1. **Bank Signatories** – Cllr Winkcup has been added as an authorized signatory
2. **New Account with Cambridge Building Society** – Arrangements were agreed to complete the application with Cllrs Clarke, Ogborn, Winkcup and Buchanan as signatories with any two to sign for transactions.

**ACTION:** All

1. **S106 funds by ECDC:** The Clerk confirmed that he had emailed Emma Grima at ECDC to confirm that the funds are still required and received confirmation of receipt
2. **Grant to Saplings Pre-School:** The Clerk read out the report advising how the grant was being spent. It was noted that Saplings is a beneficiary of funds raised through the Village Co-op Loyalty Scheme for the benefit of community groups. It was suggested that the Group may wish to promote this through a brief article in the Cresset.

**4.** **INTERNAL AUDITOR:**

The Clerk confirmed that he had made contact with the Internal Auditor and submitted a copy of the accounts for the year to date for him to assess and determine whether the system being operated is robust and includes adequate checks. He will report back to the Committee with the Internal Auditor’s response.

**ACTION:** Clerk

**5.** **NEW CEMETERY:**

Cllr Ogborn reported that Maggie Camp, Legal Officer from ECDC has begun work on the Compulsory Purchase.

He indicated that he had received a concept design for the Cemetery from the National Trust. This will be very helpful in understanding the aesthetic requirements of the Trust. It will also help to ensure that any proposals developed in conjunction with our consultant meet the requirements for approval by the Board of the National Trust. He noted that the design covers the full site rather than the two thirds which had been envisaged in discussions with the consultant. So they will proceed on that basis in the developing further the design.

Once the design has been developed by the consultant in liaison with the Cemetery Working Group and the representatives of the National Trust, there would be a consultation with the village prior to a formal presentation to the Board of the National Trust. An application for Planning Permission will take place once approval has been received from the Trust. It was originally anticipated that the total cost could be around £250,000 – although he was optimistic the cost would be lower. The largest element of the project will be importing soil to raise the level of the site - but that was expected to add little cost, if any, to the project. Cllr Ogborn will draft an outline project plan to show the key stages and timescales for implementation.

 **ACTION:** Cllr Ogborn

**6. REVIEW OF INCOME AND EXPENDITURE YEAR TO DATE:**

The Clerk explained that it is difficult to forecast precisely, but it is likely that there will be relatively little requirement for grass cutting between now and the end of March. Provision has been made in the forecast for the renovation of the bus shelter before the financial year end. Taking these items into account it is forecast the cash balances will increase to around £136,000 by the end of March. This represents an increase of about £21,000 over the year. Building reserves at this time will reduce the amount of borrowing required to finance the development of the Cemetery.

**7. DRAFT BUDGET FOR 2021-22:**

The Clerk presented the draft budget. He explained that while it is broadly similar in overall expenditure proposed, it has been separated out into revenue and capital to distinguish between the everyday running costs of the Council and the expenditure on projects, most notably the new Cemetery and Play Area.

The draft was unanimously approved for presentation to the full Council meeting on 1 February 2021.

**8. RENOVATION OF THE BUS SHELTER:**

Cllr Ogborn advised the Committee that, following the January meeting of the Parish Council, he and Cllrs Wilson and van Someren had considered the option of purchasing a new shelter alongside the quotations for renovation which had been received. He advised that, as well as the purchase of a new shelter, the cost of retaining the bank into which it would be set had to be taken into account. They agreed with the view of one of the contractors that the structure of the existing shelter and roof is sound and, after a temporary repair by Cllr Ogborn to cover damage to some tiles, no water appears to be leaking into the shelter itself.

Accordingly the recommendation that the existing structure be renovated was agreed and Mr S Neal was selected as the contractor. He can advise whether he can repair the light at a small additional cost or whether an electrical contractor will need to be engaged.

 **ACTION:** The Clerk will advise the contractor and seek confirmation when the work will be carried out

**9. DATES OF FUTURE MEETINGS:**

20 April 2021, 7 pm – Consideration of accounts to 31 March 2021 prior to submission for audit

23 November 2021, 7 pm – Consideration of draft budget and Precept for 2022-23