



RAYNE PARISH COUNCIL

Clerk to the Council: Mrs Amanda Brown
Community Information Point, Gore Road, Rayne, Braintree, Essex CM77 6 TX
Tel: 01376 552489
E: rpc@rayne-essex.gov.uk
W: www.rayne-essex.gov.uk

MINUTES OF THE FINANCE COMMITTEE MEETING HELD On Monday 12th December 2022

Present:

Councillor	Present	Councillor	Present
Michael Eldred	Yes	Martyn Stringer	Yes
Mrs Ann Hooks	Yes	Paul Willis (Chair)	Yes
Trevor Rippingale	Yes		

In Attendance: 0 Members of the Public

AGENDA NO.	BUSINESS	DECISION/ACTION
22/025F	APOLOGIES	
	All present	
22/026F	DECLARATION OF INTERESTS	
	Cllr Rippingale declared a non-pecuniary interest in budget items as line manager for the groundsmen.	
22/027F	CONSIDERATION OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 10TH OCTOBER 2022	It was Proposed Cllr Rippingale, Seconded Cllr Mrs Hooks and Agreed to accept the minutes.
22/028F	PUBLIC FORUM	
	There were no public present.	
22/029F	CLERK'S REPORT/CORRESPONDENCE	
	The content of the Clerks report was duly noted, there was no correspondence received in the period.	
22/030F	BUDGET	
	<p>A budget review was again necessary due to the announcement by BDC of a proposed cut in the PC Street Cleaning Grant of 30%, In addition a new Clerk was due to be appointed on slightly different terms to the current Clerk. There had been a miscalculation in the budget precept spreadsheet resulting in an incorrect increase in the precept of 7.9%, when in fact the increase in precept to cover the loss of BDC Grant would need to be 11.8%. This had arisen because there appears to be no copy, or correct copy of the original 23/24 precept calculation, and that BDC had now provided the tax base for 23/24.</p> <p>The Finance Committee agreed we would have to take £2000 from Reserves in the next</p>	

	financial year to keep the precept increase at 7.9%, and this will be the proposal taken to the Full Council Meeting in January 2023. It was also noted that there will be a need to put Rayne residents on notice of the choices to be made in future years, between a relatively small increase in precept in monetary terms and the maintenance of village services.	
22/031F	INTERNAL AUDITOR VISIT	
	The Chair gave a resume of a recent meeting between the Internal Auditor Jan Stobart, Cllr Willis and the Clerk. The purpose of the meeting was to discuss some of the issues in the spreadsheet formulae and treatment of earmarked funds. Jan Stobart was asked if she could, on a consultancy basis, re-organise the spreadsheet to correct some errors in the reporting of budget/actual reports. Whilst she was happy to offer some basic help, which she did at the meeting regarding earmarked funds and reporting, she did not feel able to take on paid consultancy in her role as internal auditor. It was agreed that Cllr Willis would look at the spreadsheet over the Christmas period and see what could be done, and that Cllr Hooks would speak to the new Clerk with a view to discussing our reporting/accounting options with her on her arrival on 9 th January 2023.	Post meeting note: current arrangements to continue in the absence of a permanent new Clerk/RFO at present.
22/032F	BANK ACCOUNT	
	As at 12 th December 2022, the Current Account balance was £39,218.23 and the Instant Access (Reserves) £35,811.27.	
22/033F	BUDGET VERSUS ACTUAL	
	The report needs to be tidied up so that meaningful reporting can be made and this remains an objective before the year end.	
22/034F	ACTION PLANNING	
	The Action Plan was reviewed and remains satisfactory in the current year.	
22/035F	ITEMS FOR FUTURE MEETINGS	
	Budget versus Actual reporting	
22/036F	DATE OF NEXT MEETING	
	Monday 13 th February 2022. Please send items for the agenda to the Clerk by Thursday 3 rd February 2022.	
22/037F	CLOSURE	
	The meeting closed at 8.55pm	