



RAYNE PARISH COUNCIL

Interim Clerk to the Council: Mrs Sarah Cocks
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MINUTES OF THE FINANCE COMMITTEE MEETING HELD On Monday 13th February 2023

Present:

Councillor	Present	Councillor	Present
Michael Eldred	Apologies	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
23/038F	APOLOGIES	
	Apologies were received from Cllr Eldred.	
23/039F	DECLARATION OF INTERESTS	
	Cllr Rippingale declared a non-pecuniary interest in budget items as line manager for the groundsmen.	
23/040F	CONSIDERATION OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 12TH DECEMBER 2022	It was Proposed Cllr Mrs Hooks, Seconded Cllr Stringer and Agreed to accept the minutes.
23/041F	PUBLIC FORUM	
	There were no public present.	
23/042F	EARMARKED FUNDS	
	The Chair had drafted a document detailing the balances in the Earmarked Funds. It was agreed that £2,155 from the Remembrance Walls reserve be transferred to the Equipment Replacement Fund. The remaining £598 to be retained in the Remembrance Walls fund for any maintenance costs.	
23/043F	UPDATE FROM THE CHAIR AND INTERIM CLERK ON RECONCILIATION OF BANK ACCOUNTS	
	The Chair and the Interim Clerk had met and following some minor amendments ensured both bank accounts were reconciled up to the end of 2022. The Interim Clerk would ensure this was undertaken on a monthly basis going forward to ensure a smooth handover for the new Clerk once appointed.	
23/044F	INTERNAL AUDITOR PREPARATION FOR YEAR END	

	Initial meeting booked with Jan Stobart on Thursday 27 th April 2023. Cllr Willis to attend.	
23/045F	POLICIES	
	Village Hall Management Committee – Insurance	The document on file was dated to 10/06/23.
	Fixed Asset Register	Will need to be updated to include Hedge Cutter and additional chemical cupboard together with salt bins.
	Risk Register	The addition of a second person to upload payments to the Register had been completed.
	It was Proposed Cllr Willis, Seconded Cllr Hooks and Agreed that all the above documents had been reviewed and with the exception of the Fixed Asset Register, no further work was necessary at present.	
23/046F	REMEMBRANCE PLAQUES	
	In order to continue to replenish the parish council's funds following the building of the Remembrance Walls in 2021/22, it was proposed that the fees charged for the administration of the Remembrance Plaques be increased from £150 to £180. The application form will be updated accordingly, removing any reference to building of new walls and the name of the Parish Clerk.	Proposed Cllr Stringer, Seconded Cllr Mrs Hooks. All agreed.
23/047F	BANK ACCOUNT	
	The balances on both bank accounts as at 13/02/23 were confirmed as: Instant Access Savings £35,933.08 Current Account £24,033.32 The Committee discussed the merits of transferring additional balance from the current account to the savings account, whilst retaining six months' worth of emergency funding towards regular costs. It was suggested this decision be referred to the Full Council for discussion at the March meeting. The Interim Clerk referred to a letter from Unity Trust bank advising that the Post Office would no longer accept cash deposits for Unity Trust.	
23/048F	BUDGET VS ACTUAL	
	The Chair had produced a document which identified the variances that would need to be explained in the AGAR. The main items were salaries, pension, equipment purchase (hedge cutter – to be covered by earmarked fund), fuel.	Action: Cllr Rippingale to check current arrangement with Eastlight with regard to invoicing.
	It was noted that the budget increase in the forthcoming year would now be offset due to BDC reversing the decision to cut the street	

	cleansing budget by 30% which was made too late to change the Precept demand.	
23/049F	ACTION PLANNING	
	Cllr Hooks circulated the 12 month action plan and would add in Councillor Surgeries and King's Coronation, removing Ashes Walls and Duty Councillor Scheme. The Council Award Scheme would be retained for now as RPC was currently running at Foundation Level. The application to improve on this would need to wait until the new Clerk was appointed and had attained the CilCA qualification.	
23/050F	ITEMS FOR FUTURE MEETINGS	
	12 month Action Plan 5 year Business Plan	
23/051F	DATE OF NEXT MEETING	
	Tuesday 11 th April 2023. Please send items for the agenda to the Clerk by Thursday 30 th March 2023.	
23/052F	CLOSURE The meeting closed at 9.14pm	