



RAYNE PARISH COUNCIL

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Minutes of the Finance Committee held on 11th March 2024 at 7.30pm in the Community Information Point, Rayne for the purpose of transacting the following business:

Members present: Cllr P Willis (Chair)
Cllr M Eldred
Cllr A Hooks
Cllr T Rippingale

Clerk: Mrs Hazel Godfrey

Members of the Public: 0

MINUTE NO.	BUSINESS	DECISION
23/055F	APOLOGIES	
	Apologies noted from Cllrs Rickwood & Stringer	
23/056F	DECLARATION OF INTERESTS	
	Cllr Rippingale declared a non-pecuniary interest in budget items as line manager for the groundsmen	
23/057F	CONSIDERATION OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 15th January 2024	Proposed: Cllr Eldred Seconded: Cllr Hooks Agreed to accept the minutes.
23/058F	PUBLIC FORUM	
	No public attended	
23/059F	BUDGET VS ACTUAL	
	The Chair had noticed that the insurance figure was a bit low and it was identified that the vehicle insurance figure was missing. This has been corrected and the Chair will circulate this again with any comments.	
23/060F	EARMARKED FUNDS	

	<p>One VAT return was submitted last year but in view of the substantial amount due back following purchase of the tractor, it was suggested that VAT should be claimed on a more regular basis than once a year.</p> <p>Memorial wall – there should not be any ongoing costs now for this so this may need to be reviewed.</p> <p>Nature Reserve – this should remain as is.</p> <p>Any other changes/additions can be submitted at any time so the plan will be to review this in 2-3 months time and see if any changes are required.</p>	
23/061F	12 MONTH ACTION PLAN	
23/061.1F	<p>2023-2024 Action Plan:</p> <p>The year end comments needs to be added for each topic and some items noted as completed.</p> <p>More work needed on this issue at this stage.</p>	
23/061.2F	<p>2024-2025 Action Plan:</p> <p>A new 12 month plan needs to be drafted to include the following items:</p> <p>Litter Picking – we are not taking part in the main Litter Pick this year but we can incorporate plans for these at a later date.</p> <p>Fixing of steps leading from Flitch Way to the playing field/Nature Reserve is getting urgent.</p> <p>We have sent a holding message to the resident who raised this issue to advise current position and will continue to update on progress.</p> <p>D-day celebrations? We are waiting to hear if anything is planned for the village and can then add to future plans.</p> <p>Some old bins will need to be replaced.</p> <p>Needs a full evaluation of replacements required which should be added to plan.</p> <p>This topic will be added to April full council meeting for noting</p>	
23/062F	5 YEAR ACTION PLAN	
	<p>The Chair has started working on this and will provide an updated plan in time for the April full Council meeting.</p>	
23/063F	POLICIES	
	<p>VH have provided copy of insurance and this will be added to Risk Register.</p>	

	Risk Register being worked on by Chair and will be completed in time for audit. It will be added to April full Council meeting for noting	
23/064F	FINANCIAL REPORTING	
	Grounds care and maintenance figures not readily identifiable. Does our transaction report need to be updated/amended further?	
23/065F	BANK ACCOUNT	
	Projected Balances at bank as at 5 th March 2024: Current Account £6,826.95 Instant Access Account £51,222.98	
23/066F	PERSONNEL UPDATE	
	<p>Two people have approached Cllr Rippingale and 2 CVs have been received so far. Interviews will be arranged once the closing date of 15/3 has passed.</p> <p>Current working model may need to be added to the 12 month plan.</p> <p>Groundsmen salary review: The budget had been set at an extra £1 per hour and it was recommended that this should be applied to the current groundsman. Cllr Rippingale will contact BDC to see what the current rate is.</p>	<p>Proposed: Cllr Eldred Seconded: Cllr Hooks All agreed</p>
23/067F	ITEMS FOR FUTURE MEETINGS	
	None at present	
23/068F	DATE OF NEXT MEETING	
	To be confirmed	
23/069F	CLOSURE The meeting closed at 21.06	