

Minutes of the Finance Committee Meeting held on 27th November 2023

Present: Cllr I Mitchell (Chair), Cllr M Devendran (Mayor), Cllr T Edwards, Cllr R Crook, Cllr A Lord,

In Attendance: Cllr J Swindlehurst, Mrs SJ Tucker (RFO)

1.	Apologies for Absence	ACTION
	All Councillors were present	
2.	Declarations of Interest	
	None	
3.	Updates from the last meeting:	
	3.1 The following contracts are soon due for renewal:	
	JobLogik – the Clerk advised that this contract, due for payment upon renewal 19 th December is not being continued given the limited use of the App when considering the annual cost £2k per year. Cllr D Kuczera is going to discuss the App’s wider benefits with the Clerk in the coming weeks, so the full capability of it can be determined. The purchase can then be reconsidered.	Clerk
	Grounds maintenance – the Town Council has agreed to extend this contract for another year in order to fully determine what is in the current contract, what has been added throughout the contract, contractor performance and what the Town Council’s requirements are in regards to Grounds Maintenance. Cllr T Edwards and staff are meeting with the current contractor on 4 th December. He will then be able to provide feedback.	Cllr T Edwards
	Toilet cleaning – Office staff are currently trying to obtain quotes for the cleaning of the Central Car Park Toilets. This is proving challenging. Cllr R Crook suggested advertising in the Stonehenge Trader. It was also suggested that the Council may wish to consider bringing it in house and employing someone specifically to do this role. Cllr T Edwards asked if the remedial work had been carried out to the Toilets, the Clerk would confirm.	Clerk
4.	The Committee agreed to the allocation of £5k for a new website to be included in the Budget for 2023/24. This would be recommended to the Full Council at its meeting on 5 th December 2023. Proposer: Cllr M Devendran (Mayor) Seconder: Cllr T Edwards	Clerk
5.	The Committee agreed to the use of a Debit Card (to be controlled by the Town Clerk) for purchases where only card payment is accepted. This would prevent staff from having to use their personal accounts for payments and then claim back. The Committee set the limit at £1k. This will be recommended to the Full Council at its	Clerk

	<p>meeting on 5th December 2023. Proposer: Cllr T Edwards Seconder: Cllr R Crook</p> <p>6. The Committee reviewed the proposed budget document provided by the Clerk. Cllr T Edwards highlighted the requirement for an increase to Councillor/Staff Training and Events, the Committee were all in agreement with this. The Council needed to determine how it wanted to proceed with certain events such as Fireworks. If it chose not to organise the event itself the Council would be in a position to offer assistance to other local organisations given the increase in budget. The Committee therefore agreed to increase the Training Budget to £10k and the Events Budget to £20K.</p> <p>Cllr A Lord enquired as to whether the Town Council is subject to capping – he was informed that it wasn't. He highlighted that inflation should be considered, meaning an increase to the budget above what had already been produced would be required. The Committee agreed to a 6.8% increase on maintenance, servicing, supplies, insurances, utilities etc. Cllr J Swindlehurst also noted pay increases given this year's were late in being determined by the unions and NALC/SLCC.</p> <p>Cllr T Edwards suggested a contingency for projects such as Boscombe Sports Fields, should anything come to fruition in 2024. He also noted the requirement for Bonnymead Play Park to be refurbished and security measures/physical restrictions to be put in place to prevent unauthorised access/overnighting following a recent meeting with the local PCSO. He will be producing a report about this. The Council would need to determine how to fund these.</p> <p>Cllr A Lord proposed that changes be made to the budget in line with what had been agreed, this was agreed by the Committee. This would be presented to the Full Council as a Draft Budget on 5th December. Councillors would be asked to review and make any recommendations by 11th December. The Finance Committee would then sit on 15th December to finalise the budget. This would be presented to Full Council on 11th January for submission of the Precept to Wiltshire Council by 18th January 2024.</p> <p>7. The Committee reviewed the R2 Parish Funds Statement (August 2023). Cllr A Lord noted that some funds had expired. The Clerk would look to see if they had been spent since the statement was a few months old, she would contact Wiltshire Council in the event they had not been spent to determine if an extension could be granted in order that an application could be submitted to support work already carried out in the community.</p> <p>8. Date of the next meeting: 15th December at 3.00pm in the Bowman Centre</p>	<p>CLERK</p> <p>CLERK</p>
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