

Kelvedon Parish Council

The Old Bank, 63 High Street, Kelvedon, Essex, CO5 9AE

MINUTES FINANCE COMMITTEE 24 November 2020

- Present:** Cllr Hooper, Cllr Caudwell-Smith, Cllr Goode, Cllr Pilbeam, Cllr Tremain
Clerk: P Potter
- F1/20-21** **Election of Chair for 2020/21**
It was Proposed Cllr Goode, Seconded Cllr Caudwell-Smith and unanimously Resolved to elect Cllr Hooper as Chair for the 2020/21 year.
- F2/20-21** **Election of Vice-Chair for 2020/21**
It was Proposed Cllr Hooper, Seconded Cllr Pilbeam and unanimously Resolved to elect Cllr Goode as Vice-Chair for the 2020/21 year.
- F3/20-21** **Apologies for Absence**
Apologies were received and accepted from Cllr Anderson, Cllr Leach and Cllr Martin.
- F4/20-21** **Declarations of Interest**
None
- F5/20-21** **Confirmation of Minutes**
It was Proposed Cllr Pilbeam, Seconded Cllr Goode and unanimously Resolved that the minutes of the Finance Committee meeting held on 25 February 2020 are a true record and were signed accordingly.
- F6/20-21** **Public Discussion**
None
- F7/20-21** **Terms of Reference**
It was Proposed Cllr Goode, Seconded Cllr Tremain and unanimously Resolved to approve the Terms of Reference and refer them to Full Council to adopt.
- F8/20-21** **Fees and Charges**
- **F8.1/20-21 Car Park Machine**
It was Proposed Cllr Hooper, Seconded Cllr Pilbeam and unanimously agreed that permit charges would remain payable in full over the period that the ticket machine has been out of service. This ensures parity between permit holders at the High Street and Bellingham Place car parks.
 - **F8.2/20-21 Fees and Charges 2021-22**
It was Proposed Cllr Tremain, Seconded Cllr Goode and unanimously Resolved to increase the fees and charges as per the attached appendix, from 1 April 2021.

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F9/20-21 Budget and Precept – 2021/22

- **F9.1/20-21 Budget and Investment Report**

The budget report remains the same as that provided at the November Full Council meeting, and is attached to these minutes.

- **F9.2/20-21 Budget and Precept – 2021/22 Financial Year**

The first draft of the budget was discussed, with various items discussed, including highways devolution work, pothole work on The Chase, tree work and the possibility of looking into engaging a planning consultant to assist with advice and technical work on upcoming development proposals.

F10/20-21 Grant Policy

Following its annual review, it was Proposed Cllr Goode, Seconded Cllr Tremain and unanimously agreed to re-adopt the Grant Policy.

F11/20-21 Next Meeting

The next meeting of the Finance Committee will take place on 9 February 2021.

Signed

Date

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Fees and charges 2021/22, effective 1.4.21 unless otherwise stated

Bellingham Place Car Park	£220 (£183.33 + VAT @ £36.67)
High Street car park permits	£220 (£183.33 + VAT @ £36.67)
High Street car park – commuter permits	£510 (£425.00 + VAT @ £85.00)
High Street Car Park meter parking	no change
Grounds maintenance for other organisations	£20.00 per hour (£16.67 + VAT @ £3.33)
Use of Hard Play Area lights (from 1 Sept 2015)	£8.00 per hour (£6.67 + VAT @ £1.33)
Allotments from Sept 29 2021	£32 per whole plot £16 per half plot
“Following the Blackwater” footpath walk booklet	FREE
Circular walks leaflets (black and white, printed)	FREE
Items under Freedom of Information Act	Up to 10 pages free Over 10 pages – price on application

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Budget Report – October 2020

To summarise where we currently are with the budget:

The vast majority of budget headings are on track and should come in under budget for the year. Identified headings which will go over budget are as follows:

- **Water:** The budget looks as though it will go over by around £694 this financial year. This has occurred as the water bill via Anglian Water (Wave) has gone up considerably since the site has been fully let. Our direct debit continued on the same level for most of last year but this has now built up a debt on our account which Wave have asked us to pay down as quickly as we can. The d/d was therefore increased from around £30 to £112, and should clear the backlog by the end of this year.
- **Electricity:** This is the electricity to the Pavilion, which is needing investigation.
- **Tree Work:** Although tree work was undertaken in the last financial year, the invoices went over the year end and therefore last year's budget wasn't technically used (zero at the end of March). We have managed to catch up the outstanding work from the tree surveys and have also had some emergency work done this year, with further work at Brockwell being undertaken in the next few weeks. Therefore, the budget of £8000 this year will probably be overspent, but this is counterbalanced by the fact that last year's budget of £8000 was not spent. We will also need to undertake the annual tree surveys, probably either at the end of this year or early in 2021.