**FYFIELD AND WEST OVERTON PARISH COUNCIL**

Minutes of the Finance Group meeting held on 28th October 2020 at Woodstock House, Lockeridge, SN8 4ED at 11am

**Present**: Cllr D Woolley (Finance Chairman), Cllr S Nichols, Cllr J Drew & Cllr A Miller.

**Apologies:** Cllr L Davies

**In attendance:** Mrs S Roberts (Clerk & RFO)

**Declarations of Interest** – None

**1. Minutes from the last meeting:** was circulated, and approved.

**2. Matters arising from the minutes:**

* Risk Assessment – this has been updated to include GDPR & the new play equipment at Knights Close.
* New Financial Regulations have been updated and adopted by the Council.
* Clerk’s Contract – progress on this has been delayed by WALC due to the pandemic.
* Lockeridge Traffic Group – a payment of £1500 has been received.

**3. Correspondence:**

* Precept request from Wiltshire Council.
* Grant Received from SSE for COVID 19 support.
* Annual Return submitted to PKF Littlejohn.
* Grass cutting quotation received from David Oliver.
* 2 quotations received for painting the play equipment at Lower Fyfield.
* 4 quotations received for replacement swings on the Dene.

**4. Mid-Year review 2020/21**

The group examined the accounts. It was noted that the accounts were fairly typical for this time of the year with the only significant changes being a lack of hall hire charges now meetings are taking place remotely and a generous grant from SSE for support during the Pandemic.

1. **Expenditure requests for 2021/22**

Traffic – investigations are currently taking place into the joint purchase of mobile S.I.D.S. Any traffic requests to CATG currently require a 25% contribution from the PC and we currently have several applications in progress. £2,000 was considered to be an appropriate amount to cover for all eventualities.

 Defibrillators – although these will have been installed in the current financial year it was noted there is a need for annual training. £1,000 has been allocated for this purpose.

The Lockeridge Youth Club received significant funding last year. It was agreed to carry over the unspent proportion of their funding and the Parish Council would pay for the hire of the hall for 2021/22.

Assets – the play area at Lower Fyfield needs repainting, the group reviewed the two quotations received and agreed to recommend Darren Cross to carry out the work. All play areas will require new signage. The swings at Lockeridge Dene need replacing. The group reviewed the four quotations received and agreed unanimously to recommend Discovery Timber Play as the approved contractor. The Clerk has requested an additional notice board to go in the bus shelter at Fyfield. Peacock Field – the purchase of goal posts has been discussed previously, it was agreed a provision should be made in this years budget now the purchase is close to completion.

Trees- following on from the successful Land Registry application for the Dene, the Council is now responsible for the trees on the Dene and for the memorial copse at the Kennet Valley Hall.

Training – although some training has taken place this year it was felt that following another particularly challenging year more training would be hugely beneficial. The Group proposed an allocation of £1,000 for this purpose.

 Legal Fees – although there is no confirmed requirement for this the group felt based on eventualities during the current financial year it would be prudent to do so. The Group proposed an allocation of £1,000.

 ICO & Freedom of Information – The Council is now required to register with the ICO annually. Should the Council be required to comply with a current Freedom of Information request it is anticipated the cost will be in excess of £700. An appropriate allowance for all eventualities and support would be £1,000.

Clerk expenses – the clerk has purchased a dedicated laptop for the PC and a printer and shredder. She has requested a depreciation allowance over 5 years for these items be added to her expenses.

Mobile phone – the group discussed the idea of a dedicated mobile phone for the Parish Council which could be shared with Preshute Parish Council. The group were all in favour and agreed to recommend the expenditure to the Parish Council.

1. **Consider Draft Budget and propose Precept for 2021/22**

The group considered the draft budget, which included the expenditure requests above.

The group noted the additional expenditure required would have a significant impact on the Precept but agreed it was all appropriate expenditure.

The Finance Group would like to propose to set the Precept for 2021/22 at £21,000.

It was noted the Tax Base information had not yet been received from Wiltshire Council and it was agreed it would be prudent to wait until this had been received before setting the Precept. **Action RFO**

1. **Asset Register**

The asset register was reviewed, it was agreed not to add the defibrillators due to these being on a loan agreement. The new swings for the Dene will be added once installed along with the new bin for the Knights Close Play area. It was agreed the land known as the Dene should also be added to the register. **Action Clerk**

1. **Risk Assessment**

The Council reviewed the Risk Assessment and agreed the defibrillators should be added as well as Pandemic. **Action Clerk**

**Meeting closed at 12.20pm**