



Minutes of the St Mary Bourne Parish Council Finance meeting
held on Monday 8th August at 19.00
in the Village Center, Club Room

Minutes

Present: Cllrs Bridget Cully (BC); Patrick Foote (PF); Oliver Madge (OM) – Chair; Dave Peart (DP).

In attendance: The Clerk, Ben Sawyer (BS).
No public present.

1. Introduction led by the chair.
2. Apologies for absence
None
3. Time allowed for public speaking
Not required
4. Declarations of interest?
None
5. Financial structure document and current position overview
 - 5.1 It was noted that the full year 2021/22 show outgoings of £ 59,520; with an income of £ 59,026 resulting in an outcome of -£494
 - 5.2 The main change is a proposed reduction in flood work of £18,685, offset by a reduction in NFM grant of £7,635.
The remaining payment has been deferred to 2024 to provide match funding for Watercress & Winterbournes projects in 2020-2021 on the riverbank restoration alongside the lake and habitat enrichment work in the lake environs.
It was agreed to pay £2373 per year until it is paid in full by 2024
6. 21/22 Audited accounts
 - 6.1 It was agreed to use “Do The Numbers” for the annual Parish Council finance audit at the cost of £240
7. Review of 2022/23 budget
 - 7.1 It was agreed that there would be an initial £5,000 allocated for tree works around the lake surround and lake. Trees to be assessed on a risk based profile.
ACTION: OM
 - 7.2 It was agreed that Ninny’s house could use the cricket pavilion for a proposed £500 per month, to be agreed.
Long-term planning and Ninnys use of the pavilion could provide an income to the Parish Council and rec ground redevelopment plan.
ACTION: OM

8. Actuals to date 2022
 - 8.1 Last Quarters financials were shared and are in line with previous years as a majority of the Parish Councils expenditure is static.
 - 8.2 It was agreed that there would be expenditure of £150 for a trailer to remove and dispose of wood at the lake surround.
 - 8.2 It was noted that the Terms of Reference and other finance documents need to be updated and dated.

9. Payments and trading procedure
 - 9.1 It was agreed that the process of approving the monthly invoices will be changed so that invoices are not printed and then signed off during Parish Council meetings and then scanned to accounts.
The agenda will list all invoices requiring payment within the time frame, which will be approved or discussed. The minutes will list the same (or adjusted) monthly payment schedule and will be signed by the chair as confirmation by the Council.
Approved by all

10. Review terms of reference and financial regulation documents
 - 10.1 Documents to be reviewed and updated as necessary. Policies to be referenced and dated for ongoing review periods.
 - 10.2 Potential fund-raising facility was discussed for the recreation ground as a whole; which included proposal of a sub-group to be led and administered by PC, but each sub-group responsible for their own concerns as part of the rec development.
To further segregate project funds from Parish Council funds, a sperate bank account will be set up and administered by the Parish Council.
More planning and discussion required.
ACTION: OM

11. Initial consultation for 2023/24 budget
 - 11.1 There was a discussion about the 23/24 budget but this was decided to be moved to the next finance meeting during November

Date of next meeting: TBC, during November