

Minutes of the Meeting of the Finance Committee

On Wednesday 12th June 2024 in the Village Hall, Sonning Common

Members present: Mr Robinson, Mr Rawlins, Mr Howe, Ms Boorman and Mrs Underwood (Deputy Clerk and RFO)

MINUTES – PART ONE

- F25/002 **Appointment of Chair**
It was resolved by all to appoint Mr Robinson as Chair of the Finance Committee for 2024/2025.
- F25/003 **Appointment of Deputy Chair**
It was resolved by all to appointment Mr Rawlins as Deputy Chair of the Finance Committee for 2024/2025.
- F25/04 **Apologies of Absence**
Apologies of absence were received and accepted from Mrs Pearman, Mr Scannell and Mr Stoves.
- F25/05 **Declarations of Interest**
No Declarations of Interest were received.
- F25/06 **Public Question Time**
No members of the public were present.
- F25/07 **Review of Financial Information as of 30th April and 31st May 2024**
A review of the income and expenditure for 30th April and 31st May was conducted.
Mrs Underwood was asked to check the Memberships budget against actual memberships.
- F25/008 **Reconciliation of Accounts as of 30th April and 31st May 2024**
The accounts were presented and approved by all members.
- F25/009 **Accounts for Payment**
The Accounts for Payment were presented to members. Members asked if Complete Weed could supply a copy of their Risk Assessment and to see if Kompan will reimburse us for the Active Risk Management invoice.

Personal Costs			£13,039.19
2025-049	UB3107	Active Risk Management	£450.00
2025-050	UB3108	ASW Marquees	£2,391.70
2025-051	UB3109	Auditing Solutions Ltd	£600.00

2025-052	UB3110	Bowak	£152.00
2025-053	UB3111	Bowak	£106.06
2025-054	UB3112	Complete Weed Control	£846.00
2025-055	UB3113	Gallagher	£9,382.29
2025-056	UB3114	Maiden Erlegh Chiltern Edge	£216.00
2025-057	UB3115	Parish Council Website	£800.00
2025-058	UB3116	R W Butler Garden & Paddock Services	£2,400.00
2025-059	UB3117	R W Butler Garden & Paddock Services	£2,666.40
2025-060	UB3118	R W Butler Garden & Paddock Services	£360.00
2025-061	UB3119	Sonning Common Parish Council	£36.00
2025-062	UB3120	Sonning Common Parish Council	£36.00
2025-063	UB3121	The Bounce Dept Inflatable Hire	£310.00
2025-064	UB3122	Arrow Fencing	£174.00
2025-065	UB3123	Milo Technical Support	£262.50
2025-066	UB3124	Adpower Electrical Services	£85.00
		TOTAL:	£34,313.14

F25/010 **Donation Requests**
None received

F25/011 It was resolved by all to approve the quotation to install electrical services at Memorial Park.

F25/012 It was resolved by a majority of members to approve the quotation from Gallagher/Hiscox Insurance for the village insurance on a 3 year Long Term Agreement.

F25/013 A discussion was held on the Guidelines for Grant Funding Applications. It was agreed to make an amendment submitted by Mr Scannell and resolved by all to approve these guidelines.

F25/014 The discussions opened with Mr Rawlins distributing his marked-up copies of the Balance Sheet with the wording 'wrongful' written down the side next to the EMR Balances. Mr Robinson explained to Mr Rawlins what this comment was insulting as this was someone's work and that in future, he should be mindful of the wording he uses and instead should as an example the wording 'For Discussion'.

Mr Rawlins informed members that the EMR's for Play Areas, Widmore Pond and Election Costs had not been agreed the Committee and should therefore be removed. It was pointed out to Mr Rawlins what the EMR's for Play Areas and Widmore Pond had been agreed in a previous meeting but that the Election Costs had not. Mrs Underwood explained that it was good practice to have an EMR for Election Costs and had also taken advice from the Internal Auditor on this. The Committee however did not feel it was necessary to have an EMR for Election Costs and it was resolved by all to remove this EMR.

Mr Rawlins presented his proposal for the dispersal of CIL funds into separate EMR's for the Working Parties. Mrs Underwood explained that she had sort advice from the Internal Auditor and OALC and that CIL funds should not be separated into separate EMR funds in this way, that the residents should be consulted on how these funds should be allocated, that each project should be costed and submitted for approval to council before funds are allocated and ideally the Council should have a Strategic Plan. Mr Rawlins explained, and it was agreed that the Neighbourhood Plan which residents vote for to indicate priorities for infrastructure has recently been adopted is appropriate consultation. The Parish Council Working Parties are developing some of these projects, which have been put forward in September 2023 to deliver these aspirations. All these and the priorities for delivery will need to be agreed by the Council and that there is a need to develop a more detailed one-to-three-year plan to allocate funds. In the interim members agreed the CIL funds will be held in a central EMR until allocated for a project(s).

The members acknowledged the village centre plans in the Neighbourhood Plan and support the allocation of some future CIL funds to this project to the value of £XXX with the support of a decision paper from the Village Centre and Transport Working Party.

Members agreed to allocate the Memorial Park Working Party the £22,000 CIL money to deliver their September submission projects, as these items were further evolved and smaller and more achievable in the immediate future.

F25/015

A review took place concerning the Internal Auditors Final Report for 2023/2024. Mr Rawlins insisted that the auditor had made an error on page 8 under Budgetary Control and Reserves which other members believed he was misreading. The auditor was making a recommendation to council concerning the reserves and earmarked reserves. After a discussion it was resolved by all not to go with the auditor's recommendation of increasing the reserves to £129,844 and adjusting the earmarked reserves to £155,547 that the reserves would remain at the current level. It was resolved by all to approve the Internal Auditors Final Report for 2023/2024.

MINUTES – PART TWO
Confidential Session
Not open to the press and public

F25/016 Confidential matters discussed.

F25/017 Matters for future agendas

Meeting closed at 8.44pm

Signed by the Chair: Date: