



Maresfield Parish Council

REPRESENTING THE VILLAGES OF MARESFIELD, NUTLEY & FAIRWARP

Draft Minutes of the Finance & Administration Committee meeting held on Tuesday 10th December 2024 at 10am in the Parish Office, Nutley

Present: Cllr M Craddock (Chair), Cllr R Hunter, Cllr T Lewin, Cllr Dr B Smith and Mrs N O'Hanlon (Clerk)

- 1. Public Session.** None.
- 2. Apologies for absence.** None.
- 3. Declarations of interest.** None.
- 4. Adoption of the minutes of the Meeting held on 5th November 2024.** It was unanimously **Agreed to Adopt** the minutes as circulated with the meeting papers.
- 5. Review of months 7 and 8 2024 Receipts and Payments and Bank Reconciliations.**
These were noted and the Chair highlighted that an additional, interest bearing, savings account had been opened, as agreed at the last meeting, for when the S106 monies are received. The £5000 transferred from the main PC bank account to open this account will be returned once the S106 monies are received.
- 6. Current year forecasts 2024/2025 and new Budget/Precept 2025/2026.** The budget and precept figures as submitted with meeting papers were discussed and slight amendments were made due to being made aware of additional costs*. These do not change the precept figure that will be recommended to Full Council for approval.

The F&A Committee will recommend to Full Council in December that a net expenditure budget of £96,620 and a grants budget of £16,890 be approved for the year 2025/2026.

The recommendations include an increase of the road safety fund to £10.5k to cover the cost of new speed signs. The transfer back to general reserves of the NDP fund as this is no longer required and the creation of a reserve of £17,950 towards implementing the proposed Maresfield Recreation Ground car park scheme.

The 2025/2026 precept requirement is calculated to be £111,958k and the Chair proposed that this figure is recommended to Full Council for approval, this was seconded and **Agreed** unanimously.

*The Clerk is in need of a new laptop to replace the 5 year old, very slow current one that is nearly out of memory space. After obtaining quotes for a Dell Latitude 3450 from PS Tech (£669 + Vat) and from Dell direct (£638 + Vat) as well as checking prices with Curry's (£645 + Vat) and Laptops Direct (£599 + Vat), it is proposed that the new laptop be purchased via PS Tech even though PS Tech is slightly more expensive but the delivery time would be quicker and they would provide their onsite set up service ensuring a seamless migration. This was **Agreed** unanimously.

- 7. Discuss re-investing 6 month fixed rate bond maturing in December.** After discussion it was proposed that the £20k bond that matures this month is re-invested with Cambridge and Counties Bank for a further 6 months, at a rate of 4.35%AER. This was seconded and **Agreed** unanimously.



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- 8. Consider proposed amendment to section 2.6 of Financial Regulations.** It was proposed that approval of the amendment to section 2.6 is recommended to Full Council, this was seconded and **Agreed** unanimously.
- 9. Review proposed amendments to the following policies:**
- 1. Freedom of Information and Publication Scheme.**
 - 2. Co-Option Policy.**
 - 3. Council Representation on outside bodies.**

It was proposed that approval of the amendments to the 3 policies is recommended to Full Council, as the amendments bring the policies in line with latest guidelines. This was seconded and **Agreed** unanimously.

- 10. Matters arising from the meeting for public communication.** The precept being requested for 2025/26, once agreed by Full Council, will be communicated to the public.
- 11. Correspondence.** None.
- 12. Date of next meeting – Tuesday 1st April 2025 at 10am.**

There being no further business the meeting closed at 10.45am