



**Minutes of the Meeting of the Finance and Audit Committee held on Tuesday, 20<sup>th</sup> June 2023 at 7pm at the Pavilion Office, Cuxton Recreation ground**

**Present:** Cllr Burley (Chair), Cllr Jensen, Cllr Thorley, Cllr Wilson and Cllr White.

**In attendance:** Mr C. Jensen, Clerk

There were no members of the public present.

**1) Apologies for absence**

None.

**2) Declarations of Interest (DPI, conflict of interest and personal interests) and alterations to the Register**

None. However, Cllr Jensen stated she would step down as vice-chairman of the committee and a new vice-chairman should be proposed and voted for at the next meeting in case of potential conflicts of interest in view of her relationship with the clerk.

**3) Minutes of the meeting held on 10<sup>th</sup> November 2022 - for approval**

No amendments were required. Cllr Thorley proposed the minutes be accepted without amendment. This proposal was seconded by Cllr White. All councillors voted unanimously in favour of the proposal.

*It was resolved to accept these minutes as a true record of the meeting.*

**4) Review of Finance and Audit Committee Terms of Reference**

The clerk provided councillors with the Terms of Reference of the Finance and Audit Committee. Following discussion, Cllr Thorley proposed the Terms of Reference be accepted without amendment. This proposal was seconded by Cllr White. All councillors voted unanimously in favour of the proposal.

*Cllr Burley signed and dated the Terms of Reference without amendment.*

**5) Review of General and Earmarked Reserves Policy**

The clerk provided councillors with the General and Earmarked Reserves Policy. Following discussion, Cllr Thorley proposed the policy be accepted without amendment. This proposal was seconded by Cllr Wilson. All councillors voted unanimously in favour of the proposal.

*Cllr Burley signed and dated the General and Earmarked Reserves Policy without amendment.*

## **6) Review of CPC Reserves – Review of General Reserve**

### **a) General Reserve**

The clerk provided details of the General Reserve balance as at financial year end 2022/23. Following discussion, councillors recognised the balance of the General Reserve fluctuated, dependant on payments made and monetary receipts. Following discussion, councillors noted that projects were being considered which would be referred to the Land Management Committee and/or full Council for discussion, which if approved would reduce the balances held by the Parish Council.

### **b) Earmarked Reserves (EMR)**

#### **(i) Elections Reserve**

Whilst the next election for Parish councillors was not scheduled until May 2027, following discussion councillors agreed the Elections Earmarked Reserve should remain at the current amount of £4,000.

#### **(ii) Pavilion Re-Development Reserve**

As the Parish Council had decided not to pursue the Pavilion Re-Development, following discussion, it was recommended to re-name the reserve to Recreation Ground Project Reserve and reduce the reserve balance from £100,000 to £34,500.

#### **(iii) Woodland Reserve**

Following discussion, because of the increased incidence of Ash Die-Back within the village and repairs to pathways and steps being considered, it was recommended to increase the reserve balance by £10,000 from the Pavilion Re-Development Reserve.

#### **(iv) Play Equipment Replacement**

Following discussion, it was recommended to re-name the reserve to Play Equipment Replacement and Maintenance Reserve. It was further recommended to increase the reserve balance by £5,000 from the Pavilion Re-Development Reserve.

#### **(v) Legal and Professional Fees Reserve**

The clerk advised the reserve balance would be reduced to almost zero following recent payments made and as the Pavilion Re-Development was not being pursued, councillors recommended this reserve should not be altered.

#### **(vi) Bike Track Renovation**

Following discussion, because the Parish Council was considering the renovation of the Bike Track, it was recommended to increase the reserve balance by £5,500 from the Pavilion Re-Development Reserve.

**(vii) Courts**

Following discussion, because the Parish Council was considering the Re-Development of the Courts, it was recommended to increase the reserve balance by £25,000 from the Pavilion Re-Development Reserve.

Additionally, as the Parish Council was considering the replacement of the CCTV system, it was recommended a new reserve be established under the name CCTV Replacement Reserve. It was recommended to increase this reserve by £20,000 from the Pavilion Re-Development Reserve.

Cllr Burley proposed all recommendations in respect of the Ear Marked Reserves under items 6b) (i)-(vii) inclusive be referred to the next full Council meeting for discussion and acceptance. Cllr Wilson seconded this proposal. All councillors voted unanimously in favour of the proposal.

*The clerk was requested to ensure the recommendations under 6b) (i)-(vii) inclusive in respect of the Ear Marked Reserves are added as an agenda item to be discussed at the next full council meeting scheduled to take place on Thursday 20<sup>th</sup> July.*

**7) Information Exchange**

No motions may be proposed, nor decisions taken under this item but may be placed on the agenda for the next or future meetings.

**8) Members Future Agenda Items**

Nominations for vice-chairman  
Precept and budget setting

**The Chairman closed the meeting at 20:37pm**

Next meeting 9th November 2023, 7pm at Cuxton Library

**Signed**

**Chairman**

**On the**

**day of**

**2023**