

BUCKHURST HILL PARISH COUNCIL

MINUTES OF THE FINANCE & ESTABLISHMENT COMMITTEE HELD AT 7.33pm ON THURSDAY 01 JULY 2021 AT BUCKHURST HILL LIBRARY, 165 QUEENS ROAD

PRESENT

Cllrs: Mr M West (Chairman)
Mr S Heap
Mr S Neville
Mrs A Redelinghuys

In attendance: Mrs K Lumb (RFO/Deputy Clerk)
Mrs E Petyt-Start (Clerk)

Press: Mr D Jackman

2 Members of the Public

001/21 ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Neville, seconded by Cllr Redelinghuys and unanimously AGREED that Cllr S Heap be elected Vice-Chairman of the committee.

002/21 APOLOGIES FOR ABSENCE

There were no apologies for absence received.

003/21 DECLARATIONS OF INTEREST

There were no declarations of interest from members in any item on the agenda.

004/21 MINUTES

The minutes of the meeting held on the 04 March 2021, circulated, were approved and the Chairman authorised to sign them.

005/21 PUBLIC PARTICIPATION

A member advised he wouldn't like to see an increase in the precept next financial year and would like a relief to be considered, giving residents a break.

006/21 CHAIRMAN'S AND CLERK'S COMMUNICATIONS

There were no communications to report.

007/21 FINANCE

1 A report of the Council's financial position as at 31 March 2021, circulated received the following update from the RFO:

A key point to note is that the Halls income was severely impacted due to COVID-19 lockdown restrictions, where Halls income for the year was c75% down. This was balanced with income saved through not being able to complete for example event plans for the year.

Following discussion the report was accepted.

2 The Bank Reconciliations and Trial Balance as at 31 March 2021, circulated, received the following update from the RFO:

You will notice under the trial balance there were accruals, these were for invoices not yet received in relation to financial year 20/21 and were for:

- PCSO – Q4 20/21
- Rialtas (finance system) for year-end closedown

- Binding work following completion of our data control project

The reports were noted.

3 The payments and receipts for 1 February 2021 to 31 March 2021, circulated, were noted.

4 A report of the Council's financial position as at 31 May 2021, circulated, received the following update from the RFO:

A few key highlights to mention:

- The monies have been received for the 3 Essex County Council Locality Fund grants awarded prior to 20/21 financial year end. These were for: Repairs to the log climber in Kings Place playground; Replacement benches in Roding Valley recreation ground; and 2 sets of children's confidence building courses and equipment.
- The first half of the precept has been received.
- The annual insurance policy has been paid – it's the second year of a three year contract with Zurich.

Following discussion the report was accepted.

5 The Bank Reconciliations and Trial Balance as at 31 May 2021, circulated, were noted.

6 The payments and receipts for 1 April 2021 to 31 May 2021, circulated, were noted.

7 The estimated income for the Halls for the first quarter, April 2021 to June 2021, circulated, were noted, having received the following update from the RFO: Most regular hirers have now moved to the Woollard Centre following the Roding Valley Hall closure notification. Only two hirers are remaining in the Roding Valley Hall until the end of the year currently.

The comparison figures for last year are shown in red as this income was actually lost between April- June 2020 given the Halls were closed due to COVID-19 lockdown restrictions.

It does however, enable a comparison on the Halls income as to where we would be if the Halls had been open throughout.

Whilst the income for the Roding Valley Hall is considerably less year on year, as you would expect with most of our regular hirers moving to the Woollard Centre, there is a good increase on April-June 2021 in the Woollard Centre vs the same period last year.

Also, apologies, Epping Forest District Council hired both Halls for the Elections on the 6th May, so this needs to be added to the income on both Halls for the period April – June 2021.

Taking this into account the overall income for the Halls year on year would have been reasonably static if the Halls had been open throughout. We have sadly lost some of our regular hirers, but are really pleased to have gained some new regular hirers.

At this time we are still unable to offer one off hires for parties.

008/21 REVIEW OF CHARGES

1 Community Hall Charges – It was unanimously AGREED to leave the hire charges as they are now and review again this time next year.

2 Parish Magazine Rate Card – It was unanimously AGREED to leave the magazine advertisement charges as they are now and review again this time next year.

009/21 SALARIES

Following a discussion on how Spinal Column Points work and are applied, salary increases were noted.

010/21 FINANCE AND ESTABLISHMENT ITEMS OF CONCERNS

(a) There were no items of concern.

(b) The following item was requested for inclusion in the next F&E agenda:
A discussion on the Council's Ear Marked Reserves and how to ensure these are used for the correct purposes.

There being no further business the Chairman thanked Members for attending and closed the meeting at 7.48pm.

Chairman

Date