

## **HARBERTON PARISH COUNCIL**

Meeting of the Finance Committee of Harberton Parish Council at 7:30pm on Tuesday 3<sup>rd</sup> January 2023 at Harbertonford Village Hall Meeting Room

In attendance: Cllrs Camp, Paine, Williams

Apologies: Cllr Beamish

Clerk: Ms Radford

### **Agenda**

1. **Apologies** were received and sanctioned.

2. **Receive and review end of quarter 3 reports**

- 2.1. 2022/23 end of quarter 3 financial year budget report Cllrs reviewed the end of quarter budget report and had the opportunity to ask questions on expenditure in the quarter.
- 2.2. 2022/23 end of quarter 3 bank reconciliation\* Cllrs received the end of quarter (Quarter 3) bank reconciliation as prepared by the clerk along with bank statements for the quarter. It was noted that the cash book balance and the bank balance did not agree by 2p. Members of the finance committee checked income and expenditure in the quarter against the bank statements, but no error was found. It was suggested that it was likely a rounding error within the cash book and it was agreed to review the bank reconciliation at the upcoming meeting of the full council, once the clerk has resolved the issue.

3. **Consider the 2023/24 budget** to make recommendations to the Parish Council on the Precept Demand

- 3.1. In advance of the meeting cllrs had received a budget preparation document, a reserves statement and a request from TRAYE for an uplift in funds in 2023/24. A draft budget from the Neighbourhood Plan Steering Group was tabled, with budgeted costs for a consultation event in Spring 2024. Cllrs reviewed the 2022/23 budget figures, looking at projected end of year costs, considering potential variations in costs for 2023/24 how to use or build reserves. A proposed budget was compiled for review by full council at its January meeting.
- 3.2. **It was AGREED** to recommend to the Parish Council that the 2023/24 precept be set at £19112. This is a small increase of £182 on the previous year, however due to there being an increase in the number of tax payers in the Parish, there would be a 0.05% decrease on the Bank D Parish Rate - a decrease of £0.02 in comparison to 2022/2023.

4. **Review applications to the Community Benefit Fund and consider grant recommendations (if any)**

No applications had been received for consideration.

5. **Personnel Issues**

- 5.1. Review Q3 clerk overtime and holiday tracker and consider overtime payment requests The committee reviewed the overtime and holiday tracker showing hours worked and holiday taken within the quarter. The clerk requested to carry forward 20 hours of Time Off In Lieu into the next quarter and an overtime claim of £139.50. **It was AGREED** to propose to the Parish Council that this overtime is paid in three payments of £46.50 in January, February and March. It was noted that the clerk has 19 hours of holiday entitlement remaining in the financial year.
- 5.2. Sign letter confirming increases to 2022/23 salary Cllr Camp signed a letter to the clerk confirming that on 8<sup>th</sup> November 2022 the Parish Council agreed to increase the Clerk's rate of pay from £12.95 to £13.95 per hour according to new pay rates for LC1 spine point 17, and to backdate those increases to April 2022.

6. **Confirmation of next meeting date** 7:30pm 4<sup>th</sup> April 2023 at Harbertonford Village Hall meeting room.