

WANBOROUGH PARISH COUNCIL

Minutes of the Planning, Finance and Policy Committee meeting of Wanborough Parish Council held on Monday 4th December 2023 at Hooper's Field Pavilion at 7.30pm

Present: Dave Hayward (Chair), Omar Mirza, John Warr, Gary Sumner and Colin Offer

In Attendance: Sarah Hardwick (Parish Clerk)

Minutes Ref: PFP/12/23/

1. Apologies: None. All in attendance.

2. Declaration of interest: None stated.

3. Minutes of the meeting held on 18th September 2023:

Resolved: Minutes of the meeting held on Monday 18th September were unanimously approved.

Proposed: Cllr Warr **Seconded:** Cllr Offer

4. THE MEETING WILL BE ADJOURNED FOR PUBLIC QUESTIONS

No members of public in attendance and no questions sent via email prior to the meeting.

5. Planning

There were no new planning applications to review.

6. Finance

a. To review Financial Risk Assessment and to put forward a recommendation to full council.

Inclusion of a risk of Clerk leaving post and being the single point of failure was discussed. Proposal to add to the assessment in the 'Employee Section'. Numbering to be added to sections and recommended to Full Council for approval.

Proposed: Cllr Sumner **Seconded:** Cllr Mirza

Resolved: Unanimously approved.

b. To review Fixed Asset Register and to put forward a recommendation to full council.

Discussion regarding fit for purpose of current document debated. Cllr Sumner queried why Freehold of Hooper's Pavilion and Leasehold of Lower Rec wasn't included on the register. Cllr Hayward proposed that advice should be sought from the internal auditor as to whether the current format was appropriate and a further review undertaken before the end of the financial year.

Proposed: Cllr Hayward **Seconded:** Cllr Offer

Resolved: Unanimously approved.

c. To review Parish Council's Budget vs Spend to date and forecast to year end.

Document was reviewed and unanimously approved.

d. To review Hooper's Field Budget vs Spend to date and forecast to year end.

Sarah Hardwick
Parish Clerk & RFO

Document was reviewed and unanimously approved.

- e. To discuss the budget & Precept for 2024/25.

Discussion regarding the required budget for 24/25 took place. The forecasted spend for the year for each cost centre and a proposal for required budget for the following debated. It was agreed no decision could be made at the meeting and the finalisation of budget for proposal to Full council would be undertaken in the next Planning, Finance and Policy meeting on January 2024.

- f. To review proposed projects and costs for consideration (submitted by committees).

Proposed projects were discussed.. Quotations received for the long term repair of Hooper's Field Driveway were discussed. It was felt that further information would be required to be able to establish a required budget for the repairs.

It was agreed no decision could be made at the meeting and the finalisation of capital projects for proposal to Full council would be undertaken in the next Planning, Finance and Policy meeting on January 2024.

- g. To note reduction in Lyden monthly fee from £210 to £200.

The reduction was noted by the committee.

7. Policy

- a. To review financial regulations and put forward a recommendation to full council.

This was deferred to the next Planning, Finance and Policy Meeting on 8th January.

Meeting closed at 9.44 pm

Sarah Hardwick
Parish Clerk & RFO