

Minutes of the Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Wednesday 17th April 2013 @ 19.30, Parish Room, Doddinghurst Road, Doddinghurst.

Present: Clrs. Mrs Dicker (Chairman), A. Farrow, G. Smith, C Enderby

1. **Apologies for absence.** Clr G.W. Bateson
2. **Declaration of Interests relating to items on the agenda.** None declared.
3. **Resolved:** Approved the minutes of the meeting of the 16th January 2013.
4. **Information:** Noted, updates on the following:

- VAT reclaimed for 2012/13 Q4 and 4.
- Annual Tax Return for 2012/13 completed.
- New RTI PAYE system commenced.
- New Internal & External auditors appointed.
- PWLB summary statement obtained.
- DOFC Invoice for 2012/13 issued.
- Bus Club Finance statement for 2013/14 completed.
- Precept for 2013/14 Q1 and 2 received.
- ICO registration for 2013/14 completed
- Double Taxation issue / partnership agreement letter Auditors - issued.
- Asset Register - Teen Village, 2 sections written off.
- Councillor Declaration of Interests, one still due from Aug. 2012.

5. **Information** - Budget outturn for 2012/13.

Outturns for the current year and 3 prior years were reviewed. Noted, that the 12/13 year out-turned with £11,413 surplus added to the year-end bank balance, that closed at £81682.47. VAT for Q3 and 4 at £1464 has been reclaimed, whilst the allotment lease for 12/13 at approx £1300 is now due. Finally the Village Bus funds at £1048 at the end of 12/13 are included in the Parish Council account.

6. **Information** - Budget provisions for 2013/14 including Children's Play Area. The Clerk had flagged to councillors potential future funding issues arising from a number of factors: Squeezed precept, Reduced and Frozen Discretionary Grant, Borough Council procrastination in the introduction of Double Taxation measures, the introduction of the Localisation of Council Tax that has reduced the Doddinghurst Council Tax Base by 8.6%. Compound RPI inflation since 2010 reaching 18.6% pushing up the forecast costs of future planned project works such as the Childrens Play Area replacement and the Neighbourhood Plan. It was agreed that a 5 year "what if" budget would be produced to assess future funding challenges.
7. **Resolved:** Approved, with one abstention, a pay increase of 2% for all staff wef 1st April 2013.
8. **Resolved:** Approved a Chairman's Allowance of £500 for 2013/14.
9. **Resolution:** Insurance Renewal and Fidelity Cover. A quote from Zurich Ins received at £1990 (up from £1956 in 12/13). The Clerk is to obtain a quote from AON, who had offered a 30% discount, and one from Came & Co.
10. **Information:** Risk assessments 2013/14 and 2013/14 Governance review. Held over for discussion at next meeting.
11. **Any Other Urgent Business strictly for information only.** Noted, External Audit return completed. The Bank reconciliation, the audit return and its variance analysis were reviewed.

The meeting was closed at 20.30

Signed:

Dated: 15th May 2013