

MINUTES of a Finance Committee Meeting of Tatsfield Parish Council held on the 19th November 2020 via Zoom commencing at 6.30 p.m.

Present: Mr Stephen Mittins (in the Chair) Mr Jason Syrett Ms Alex Davies

In Attendance: Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 6.30 p.m.

1. APOLOGIES

080F/1120 Kim Jennings had sent her apologies. These were received and accepted by members.

2. DECLARATIONS OF INTEREST (relating to items on the agenda)

None

3. Approve and sign the MINUTES of the previous meeting held on 15th October 2020

081F/1119 It was resolved that the minutes reflected a true and accurate record of the meeting held on 15th October 2020. They were duly signed by the Chair.

4. External Auditor's Report

The Clerk had circulated the External Auditor's report. There were no matters for concern and the audit for 2019-20 had been signed off. The Chairman congratulated the Clerk on a successful audit.

5. Grant Requests 201-22

The Clerk had circulated all grant request emails to the members of the Finance Committee. She had prepared a summary sheet of all requests. The Chairman proposed discussing each request in turn.

- Not So Young – has requested £229 to cover or part cover the costs of a trip to Biggin Hill Museum, followed by refreshments in the café (including transportation and PPE).

Members discussed asking the Mask Makers fund if it would cover the cost of this trip.

082F/1120 Members agreed to ask the Mask Makers to fund the cost of this trip. If the Mask Makers were unable to do this, the Parish Council would provide this grant in full.

- Parish Magazine – has requested £500 towards the production / printing costs of the magazine.

083F/1120 Members agreed to the request for a £500 grant.

- TACG – has requested £432 to purchase a brush cutter for use on the site (to enable the group to save on £400 a year weed spraying costs).

084F/1120 Members agreed to the request for a £432 grant.

- Composting Group - has requested £1040 to cover the cost of servicing the two shredding machines.

The Chairman noted that Martin Allen had expressed concerns regarding the future of the Composting Group as it had no lead organiser. If the scheme were to be wound down, then the process would take around two years.

085F/1120 Members agreed to a maximum grant of £1040 but would ask any excess funds from the servicing of the machines to be returned to the Parish Council. Members further stated that the grant would be made provided that there is guaranteed leadership for the scheme to continue for the next financial year.

- Tatsfield Helpline – has requested £204 to cover PPE etc for 200 journeys after lockdown restrictions are lifted.

Members felt that the Parish Council should not need to fund masks as everyone should have their own masks now. Further, reusable / washable masks should be encouraged as disposable masks add to landfill / littering. The cost of the masks was estimated at £96.

086F/1120 Members agreed a grant of £108 for the reason stated above.

- TIB – has requested £2,000. However, no detailed information has been provided regarding exactly where the requested grant funds will be spent.

The Chairman noted that £200 previously set aside for funding a TIB request for plants in front of the village gates had been cancelled. Members had hoped that TIB would be focussing more on sustainable planting and therefore would have reduced expenditure accordingly. It was noted that some sponsors had already indicated they would not be able to provide sponsorship next year.

087F/1120 Members agreed to a grant of £1,600 plus the £200 recouped from the cancelled village gates planting project. A total grant of £1,800.

There are other grants made by the Parish Council throughout the year:

- TACG – insurance. This year’s insurance had cost £145.
088F/1120 Members agreed to set aside £155 to cover the insurance next year.
- Remembrance Service – A Dave Bishop organised event, funded by the Parish Council. Estimated to be £700. Members queried whether there was scope to reduce the band costs for this event. The Clerk also indicated that she could look into reducing the printing costs for the programmes.
089F/1120 Members agreed to budget £700 towards the Remembrance Service costs.
- Christmas Carol Singalong - A Dave Bishop organised event, funded by the Parish Council. Estimated to be £350.
090F/1120 Members agreed to budget £350 towards the Christmas Carol Singalong costs.
- Citizens Advice, Oxted – CA does not usually submit a grant request until late spring and does not ask for a specified amount. In recent years, the Parish Council has granted £250.
091F/1120 Members agreed a possible grant of £150 to CA Oxted.

6. Budget 2021-22

a) Check over final draft budget and approve for submission to full council

092F/1120 Members resolved to set the grant budget line (4300) for 2021-22 at £6,000.

093F/1120 Members resolved to set the Aileen McHugo Building Maint/R line (4230) at £4,848.

This would provide a balanced budget for 2021-22.

094F/1120 Following the above amendments, members approved the budget for 2021-22

b) Agree Precept figure to submit to full council for approval

095F/1120 Members resolved to set the Precept for 2021-22 at £51,000.

7. Items for Discussion or Referral to Future Agendas

None

8. Date for next meeting

Thursday 4th March 8pm.

The meeting closed at 7.00p.m.