



DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6 8TT
 Tel: 01273 844733 Email: parishoffice@ditchling-pc.gov.uk Website: www.ditchling-pc.gov.uk
 Parish Clerk: Sarah Mamoany Deputy Clerk: Derek Blackhall

Minutes of the Finance Committee Meeting held remotely on Monday 15 November 2021 at 6.30pm.

Present: Cllr Madden (Chair), Cllr McBeth, Cllr Farrands, Cllr. Ingham, Derek Blackhall (Deputy Clerk) and Sarah Mamoany (Clerk).

Public Participation:

No members of the public were present

1.	Apologies for absence Apologies were received from Cllr. Barna.	
2.	Declarations of Interest No declarations of interest were made.	
3.	To approve minutes of Finance Committee meeting held on the 20 October 2020 The minutes of meeting held on the 20 October 2020 were agreed and signed by the Chair as a true and accurate record.	
4.	To consider interim internal audit report and recommendations The Clerk advised that the interim internal audit had been completed remotely and she was awaiting the written report from Mulberry and Co.	
5.	To review recreation ground hire fees for recommendation to the full Council The Clerk had prepared a schedule showing the last 4 years payments from sports clubs and hirers and with suggestions for increases. The following rates were agreed for recommendation to the full Council in November. Ditchling Cricket Club - £995.00 Ditchling Football Club – not using facility currently but would need to be reviewed should they return. It was noted that the Council pay for marking out the pitch and the fees paid by the football club were relatively low compared to the other sports clubs. Ditchling Archery Club - £842.00 Ditchling Stoolball Club - £60.00 Plumpton Athletics Junior Football Club – not currently using the facilities but potentially are interested in the future. Fees should be reviewed at that stage. Sweat It Studios - £100 – the Clerk was requested to write and advise that no increase would be made this year, but this would be reviewed next year. Individual personal trainer - £15 Bangs Food Truck - £5.00 pitch fee per visit If the above fees are agreed by the full Council the Clerk will formally write to all hirers to inform them of the decisions. It was also noted that next year the Clerk would complete further research into comparisons and use of the facilities by hirers so that a more thorough review could be undertaken, for example taking into account the hours used and facilities provided by the Council.	
6.	To review burial ground charges for recommendation to the full Council The Clerk had suggested that as the fees had not been increased for two years a 5% increase should be made to interment and burial plot purchase fees. The increases are noted below: Deed of grant purchase £200 increase to £210 Interment fees for person whose age exceeds 12 at the time of death Single Plot - £270 increase to £284	

	<p>Double Plot - £400 increase to £420 Second interment in a plot - £250 increase to £275 Garden of Remembrance – Single ashes £150 increase to £158 (noted that no new plots currently available) All non-parishioner fees will increase by 5%. No increases on memorial fees.</p> <p>The above fees were agreed for recommendation to the full Council in November.</p> <p>It was noted that the Council had received requests from non-parishioners to be buried in the cemetery this year and this was causing issues with the Council having to make decisions, as currently this is at the discretion of the Council. The Clerk advised that a policy was being looked into regarding these issues and it was agreed it would be much easier if one was in place as it could be on the website for information and used to make decisions more efficiently. The Deputy Clerk has started work on a policy in regards to memorial tributes, which is another area that has recently caused issues.</p> <p>It was noted that work needs to be completed on the burial ground mapping so that the Council can confirm the plots that are available and if further room could be made for ashes interments in the future.</p>	
7.	<p>To consider movement of earmarked reserves for recommendation to the full Council.</p> <p>The Clerk has prepared a report showing suggestions of where general reserves should be moved to earmarked reserves. These were suggestions recommended by the RFO in order to support the completion of the car park project in 2022.</p> <p>Car Park Project £15,000 Burial Ground Extension £2,000 Traffic General £5,000 (noted funds allocated in 2019/20 budget for traffic consultant which should be moved to earmarked reserves) Grounds £8,000 football pitch maintenance not allocated War Memorial £150 moved from 2021/22 budget as no repairs expected this year and will build up fund for cleaning/future maintenance.</p> <p>The above movements would mean £30,150 would be moved from general reserves to earmarked reserves. It was noted that reserves could be moved around at anytime with a resolution from the full Council.</p> <p>The above movements were agreed for recommendation to the full Council in November.</p>	
8.	<p>To consider funding of major projects in 2022/23</p> <p>The Clerk noted that this should be considered as to how funding of other projects such as the playground refurbishment, traffic and burial ground extension would be funded once the car park had been completed.</p> <p>It was noted that possible sources of funding for the car park could be used as detailed below. Car Park Project earmarked reserves £15,000 CIL LDC earmarked reserves £15,121 CIL SDNP earmarked reserves £24,165 LDC/SDNP CIL grants approved £170,000</p> <p>The above funds would amount to £224,286. A public works loan could be taken if CIL funding received was to be used for another project for example the playground refurbishment. However, it was noted the process to apply and receive funding for a PWL is approximately 6 months. The final cost of the car park project is not known, but hopefully this will be confirmed in early 2022.</p>	
9.	<p>To consider precept and budget 2022/23 for recommendation to the full Council</p> <p>A draft budget had been prepared by the Clerk and circulated to all the Committee. This proposed a precept of £100,441 which would be increase on 2021/22 by 1.53%</p>	

	<p>This was discussed in detail and the following comments were noted:</p> <ul style="list-style-type: none"> • Staff salaries should be increased to reflect possible increment in salary scale for staff, in addition to NI increases and NJC pay award due to be announced shortly in line with staff contracts. The Clerk will review the percentage increase required to reflect this. • Grants reduced from £5,000 to £3,000 • Loan repayment – possible PWL based on £50,000 borrowed over 5 years and the annual payment. Although suggested we could base this on 6 monthly payments only. • Scout Hut Premises - £500 added for any external repairs if needed • Rental income – increased from £1,500 to £2,400 to reflect increases suggested in hire fees for recreation ground users • Car Park Maintenance – £500 added as a new code as car park will need possible litter pick, mowing, strimming. This will need to increase the following year. • Playground repairs - £1,000 added to budget as equipment getting old • Training – increased by £300 • Legal and professional fees – increased by £1,000 to reflect fees in relation to pavilion lease renewal • Insurance increased by £300 • Tree works – reduced by £500 to £3,500, based on £6,140 in earmarked reserves • Grounds maintenance – increased by 2% costs expected to increase • Street lighting maintenance contract/supply – increased by 2% to reflect increase in utility charges <p>The Clerk will amend the draft to reflect these changes for discussion at the November Council meeting. This can be reviewed again at the December meeting for final approval. It was noted that LDC have not yet provided the tax base information, although the Clerk has requested this.</p>	
10.	<p>To review risk assessment</p> <p>The Clerk had circulated the current risk assessment. Some amendments to this document were noted and these will be added and the document will be reviewed at the November Council meeting for approval.</p>	
11.	<p>To review asset list</p> <p>The Clerk had circulated the current asset register. No amendments were required, although it was noted when the car park project was completed this would increase the Council's assets considerably.</p>	
12.	<p>Future meeting dates</p> <p>May 2022 and October 2022 to be confirmed.</p>	

The meeting closed at 8.00pm