



DITCHLING PARISH COUNCIL

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Minutes of the Finance Committee Meeting held on 13th November 2023 at 6.30pm in the Parish Office, Ditchling Village Hall.

Present: Cllr Orme (Chair), Cllr Madden, Cllr Farrands, Cllr. Ingham and Julia Shelley (Locum Clerk).

Public Participation:

No members of the public were present

1.	Apologies for absence None									
2.	Declarations of Interest Cllr Ingham 10.									
3.	To approve minutes of Finance Committee meeting held on the 1st November 2022 The minutes of meeting held on the 1 st November 2022 were agreed and signed by the Chair as a true and accurate record.									
4.	To note payment schedule for car park project Gould Baxter are in the process of preparing a payment schedule for the surface dressing, the figure originally due will be reduced by approximately £10,000. The reduced payment will be address through a Pay Less Notice. A report on the soft landscaping is being produced, the results of which will reduce the final payment. A decision will be made at Full Council Meeting about how the soft landscaping maintenance will be managed.									
5.	To consider interim internal audit report and recommendations (if completed) The Clerk reported the interim audit was booked for the 12 th of December 2023.									
6.	To consider funding of major projects in 2024/25 Major projects for this period will be traffic consultation and under 12 play provision. Both projects can be supported, in part, through CIL applications. The Finance Committee recommend to the full council that Expressions of Interest are completed in December for these two projects.									
7.	To consider precept and budget 2023/24 for recommendation to the full Council A draft budget had been prepared by the Clerk and circulated to all the Committee. The precept for 2024/25 was calculated at £ 119,210 a 7.5% increase. The tax base figure from LDC has not yet been received but based on last years tax calculator a 7.5% increase would add the following to the Council Tax Bands.									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"><u>Current Year</u></th> <th style="width: 25%;"></th> <th style="width: 25%;"><u>Next Year</u></th> <th style="width: 25%;"><u>Weekly Increase</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">£66.42</td> <td style="text-align: center;">Band A</td> <td style="text-align: center;">£69.52</td> <td style="text-align: center;">£0.06</td> </tr> </tbody> </table>	<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>	£66.42	Band A	£69.52	£0.06	
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£66.42	Band A	£69.52	£0.06							

	£77.49	Band B	£81.10	£0.07
	£88.56	Band C	£92.69	£0.08
	£99.63	Band D	£104.28	£0.09
	£121.76	Band E	£127.45	£0.11
	£143.90	Band F	£150.62	£0.13
	£166.04	Band G	£173.80	£0.15
	£199.25	Band H	£208.55	£0.18
	<p>Although a substantial increase this will allow for the major projects to be progressed.</p> <p>A finalised draft budget will be brought to the November Full Council meeting for adoption.</p>			
8.	<p>To review risk assessment The Clerk had circulated the current risk assessment. Some amendments to this document were made and the document will be reviewed at the November Council meeting for approval.</p> <ul style="list-style-type: none"> • It was agreed to produce a clearer monthly table for the authorizing of payments to make it clearer whether payments were Direct Debit, a monthly payment or a one-off payment. • Clerk to complete Burial Ground inspection quarterly. • It was agreed to update training requirements as either mandatory or optional under section "Negligence by Council". 			
9.	<p>To review asset list The Clerk circulated the current asset register. The asset list will need to be reviewed again before the end of the financial year following the completion of the car park.</p> <p>Action: Clerk to ask the advice of the internal auditor in relation to how to calculate the value of the completed car park.</p> <p>The Finance Committee recommend that the 'pots' are created going forward for items like street furniture, fences and benches.</p>			
10.	<p>To consider review of Ditchling Gardens as an asset and long-term future plan The working party will be requested to report on this subject.</p>			
11.	<p>To review savings accounts Action: Clerk to identify some additional accounts for mid-term savings accounts.</p>			
12.	<p>Future meeting dates May 2023 – TBC</p>			

The meeting closed at 8pm