

MINUTES OF THE OFFICE AND FINANCE MEETING HELD IN THE  
RENDLESHAM ROOM, MEMORIAL HALL ON MONDAY 7<sup>TH</sup> JULY 2025.

PRESENT: Cllrs Potter, Biggin, Moyle, Whibley, Stabbins, Morris + clerk



### Minutes

2526.01F	<b>TO RECEIVE APOLOGIES FOR ABSENCE-</b> None
2526.02F	<b>MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS-</b> None
2526.03F	<b>PUBLIC COMMENT ON ITEMS ON THE AGENDA-</b> None
2526.04F	<p><b>REVIEW PREVIOUS MINUTES, CHECK ACTIONS AGREED</b></p> <p>There had been a previous discussion about Cllrs monitoring contracts being executed properly. The clerk said she is happy to monitor toilets and JPF but can members of the burial committee check the grounds once a month on a rolling basis to make sure the contract is being fulfilled properly. <b>Burial Committee members agreed to this.</b></p> <p><b>Also to be checked are footpaths and village open spaces (minus the JPF)</b></p> <p>There was also a notice about how Solar Grant funds are managed. The clerk noted that the farm now belongs to another entity. Clerk still needs to research how funds can be spent and what on.</p> <p>Clerk had also noted that the previous clerk had said election expenses were to be in the region of £2000 but the elections in 2025 had cost nothing apart from clerk time doing the required actions- notices up etc.</p> <p><b>ACTION:</b></p> <p><b>Check solar farm funding came in for 23/24 and 24/25.</b></p> <p><b>Clerk to do laminated cleaning log board to fill in in toilet (3 x times a week).</b></p> <p><b>Clerk to send copy of contracts to each relevant committee group so they have a reference of what needs to be done.</b></p>
2526.05F	<p><b>TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2025/26.</b></p> <ol style="list-style-type: none"> <li>1. Clerk said she is likely to cancel the HMRC DD as they are paid manually on a monthly basis when she does the salary.</li> <li>2. EDF- the DD is going up to £60 per month. This is due to the standing charge going from 25p a day to £1.36 a day. Electricity usage is around £5.44 a month and the standing charge is around £37.</li> </ol> <p><b>Cllr Moyle PROPOSED, Cllr Potter SECONDED, RESOLVED to continue direct debits and investigate Water usage and electricity usage.</b></p> <p><b>ACTION:</b></p>

	<p><b>Buy a solar panel and battery to power toilets. Cllr Potter to lead on this.</b></p> <p><b>Use Solar Grant for this.</b></p> <p><b>Clerk to investigate EDF</b></p> <p><b>Clerk to investigate Waterplus</b></p>
2526.06F	<p><b>REVIEW BUDGET POSITION 2025/26 (1st quarter)</b></p> <ol style="list-style-type: none"> <li>1. Cllr Whibley asked if a colour version was available to be able to more easily see where budgets are under/ over. Clerk responded she wasn't sure Scribe does that.</li> <li>2. Currently under budget by about £10k but we are only a quarter of the way into the year so its means we have contingency money. There are also items in the budget we haven't used- i.e interest allowance on works board loan had we had a successful CLUP application.</li> <li>3. Clerk said current monthly spend was on average £8000 which means £96k per year but this doesn't include one off items such as legal advice, consultations etc.</li> <li>4. The consultation for the JPF with Sports Play Consulting has currently come out of PC funds rather than the solar grant.</li> <li>5. Currently have £8k for professional fees which was regarding to lease for the JPF but didn't need it in the end so that can go towards legal advice for the CPFT and JPFT.</li> </ol> <p><b>ACTION:</b></p> <p><b>Clerk to do a spreadsheet cashflow so members can better understand the financial position</b></p> <p><b>Clerk to phone EDF and check tariff</b></p> <p><b>Check when CIL payments have to spent by</b></p> <p><b>Clerk to send Cllr Morris and Stabbins copy of budget</b></p>
2526.07F	<p><b>TO DISCUSS ANY AND ALL NOTIFIED EXTERNAL AUDIT REQUIREMENTS; THE DATE TO START THE PUBLIC REVIEW OF ACCOUNTS 2024/25 &amp; THE RECEIPT OF THE INTERNAL AUDITORS REPORT.</b></p> <ol style="list-style-type: none"> <li>1. Clerk informed committee that the Public Review of accounts is currently live and the period will run until August 3<sup>rd</sup>.</li> <li>2. Clerk forgot to put Financial Regulations Review on this agenda but will do on next O+F agenda. She has been through them and highlighted some sections to look at. Will forward this to Cllrs.</li> <li>3. Other recommendations have all been done- grants page updated, public notice done, risk assessment policy will be reviewed in next PC meeting.</li> <li>4. It is also noted any overtime done by the clerk needs to be recorded separately in the accounts system. Cllr Potter noted there is a threshold of the overtime which needs to be looked into.</li> <li>5. Clerk also noted she will no longer be in most days but rather 2 long days per week as she has another job which means she can't do half days.</li> </ol> <p><b>ACTION:</b></p> <p><b>Clerk to send regulations to each Cllr in time for next meeting</b></p> <p><b>Clerk to update hours on website and when public can visit- preferably by arrangement</b></p> <p><b>Update grants page with new grants June 2025</b></p> <p><b>Clerk to investigate overtime threshold</b></p>

<p><b>2526.08F</b></p>	<p><b>TO DISCUSS THE EARMARKED RESERVES POSITION FOR 2025/26</b></p> <ol style="list-style-type: none"> <li>1. Start a JPF EMR</li> <li>2. Members agreed to reduce the Election Expenses reserves to £0 and move £1750 into the new JPF EMR.</li> <li>3. Now that a consultation is taking place and there is no need for the MUGA to have an EMR this can also be reduced to £0 and the money put into a JPF EMR. Clerk explained she had done this at the beginning of the year but will now assign £10k to the new JPF EMR.</li> <li>4. Climate Group EMR can be dissolved and money put into the new JPF fund</li> <li>5. Clerk stated if this was all added up with the £26,500 in the budget to come out of the solar grant this now comes close to what is needed to do the paths and fences for the JPF.</li> </ol> <p><b>ACTION:</b>  <b>Check burials earmarked reserves- make sure all receipts have gone into correct EMR</b>  <b>Create JPF EMR and dissolve other EMRs as agreed</b></p>
<p><b>2526.09F</b></p>	<p><b>TO DISCUSS ASSET REGISTER AND AGREE AMENDMENTS</b></p> <ol style="list-style-type: none"> <li>1. Need to add speed indicator devices</li> <li>2. Need to up the value of the bus shelter</li> <li>3. Add the bin for the JPF</li> <li>4. Where are the cycle racks? One in Bosveal carpark, one is with MCA, where is the other?</li> <li>5. Toilet and bus shelter are the valuable things we own so need to check these values against insurance</li> </ol> <p><b>ACTION:</b>  <b>Check what certain assets are insured for inc office contents</b>  <b>Add speed indicator device and one on Grove Hill</b>  <b>Investigate location of cycle racks</b>  <b>Clerk to go through asset list and check in detail</b></p>

Next O+F meeting in October when precept comes in

Signed ..... Chair

Date .....

DRAFT