



# Highcliffe & Walkford Parish Council

Minutes of the meeting of **Budget Audit and Grants Committee** held on 8<sup>th</sup> January 2024 at 18:30 in The Old School House, 254 Lymington Road, Highcliffe.

**Present:** Cllr A Sofianos, Cllr L Dedman, Cllr R Dickson, Cllr S Skinner

**Also Present:** Cllr R Ede **In attendance:** the clerk, Tom Brindley, the assistant clerk, Nicki France.

## **23BAG/1 (Agenda Item 1) Appointment of Chairman**

1. Cllr Dedman proposed, and Cllr Skinner seconded the appointment of Cllr Adam Sofianos as chairman of the meeting. Cllr Sofianos took the chair.
2. **Recommendation to Full Council:** Cllr Adam Sofianos is appointed as chair of the Budget, Audit and Grants sub-committee for the civic year 2023/24

## **23BAG/2 (Agenda Item 2) Apologies for absence**

1. Apologies were accepted from Cllr David Martin.

## **23BAG/3 (Agenda Item 3) Chairman's remarks:**

1. The chairman welcomed the public, members and officers.
2. Members were reminded to make any declarations of interest ahead of the item to be discussed.

## **23BAG/4 (Agenda Item 3) Review of Terms of Reference**

1. Members noted the Terms of Reference approved by council.
2. Members noted that under its Terms of Reference, the BAG Sub-Committee was required to meet at least four times per year and that substitutes were allowed.
3. Members suggested the word "at the Annual Council meeting of Highcliffe and Walkford Parish Council" were removed from paragraph 6.1 to give flexibility to reviewing the Terms of Reference.
4. **Recommendation to Full Council:** Terms of Reference for all committees are reviewed annually but not always at the annual meeting.

## **23BAG/5 (Agenda Item 4) 2024/25 Budget**

1. The RFO update members on changes since the draft budget was issued:
  - a. The fee for allotments was confirmed as £9.10 per Rod, not £9.51 as stated in the text. The underlying spreadsheet has the correct value.
  - b. The Council Tax Base had been received from BCP, and showed an increase of 50 Band D properties to 6556.
  - c. Some allotment fees had been paid in advance and so £3,000 was held as an earmarked allotment reserve.
  - d. The project titled Shoreline, was renamed Shoreline Steps for clarity.
  - e. Cllr Sofianos had requested the £91,000 Capital reserve for Highcliffe Recreation ground, which had been agreed in March 2023, was re-instated. As the transfer of the site from BCP had been delayed, it was agreed that the full £91,000 was not required in 2024/25. £20,000 was already included in the budget. A further £60,000 was assigned to Highcliffe Rec and Pavilion from the CIL reserve together with CIL money due in May 2024.
2. Members reviewed the 2024/25 budget proposals including adjustments to Earmarked and Capital Reserves and made the amendments shown below.

# Highcliffe & Walkford Parish Council

## a. PROJECTS

Project	2024/5 Original	2024/5 Amended
High Street Pavements	120000	120000
Shoreline Steps	100000	100000
Eco areas	5000	5000
Highcliffe Rec and Pavilion		60000
Neighbourhood Plan	500	500
Audio visual equip	2,500	2,500
Noticeboards	2,000	2,000
Nea Meadows dredging	36,400	36,400
Old School	35,000	350,000
PWLB	5,000	5,000
<b>Sub-Total Expenditure</b>	<b>621,400</b>	<b>681,400</b>
Income	-350,000	-350,000
<b>Net expenditure</b>	<b>331,400</b>	<b>331,400</b>
From Reserves	-271,400	-220,000
To Reserves		
From CIL	-36,400	-96,400
<b>Net Spend</b>	<b>491,400</b>	<b>551,400</b>

## b. RESERVES

CIL		2025 Original	2025 Amended
	OBAL (1st April)	72,863	72,863
	Income	50,000	50,000
	Expenditure	36,400	96,400
	CBAL (31st March)	86,463	26,463
<b>CAPITAL</b>			
		<b>2025</b>	<b>2025</b>
<b>OBAL</b>		<b>359,613</b>	<b>359,613</b>
Movement	CIL	13,600	-46,400
Movement	Nea Meadows CP	3,000	3,000
Movement	Play Equipment	4,000	4,000
Movement	Wingfield	2,000	2,000
Movement	Highcliffe	-18,000	-18,000
Movement	Projects	-220,000	220,000
Movement	Old School	30,000	30,000
	<b>CBAL</b>	<b>174,213</b>	<b>114,213</b>
<b>Cumulative</b>			
	<b>Reserve</b>	<b>2025</b>	<b>2025</b>
	CIL	86,463	26,463
	Nea Meadows CP	3,000	3,000
	Play Equipment	12,000	12,000
	Wingfield's	2,000	2,000
	Highcliffe	2,000	2,000
	Projects	8,750	8,750

## Highcliffe & Walkford Parish Council

	Old School	60,000	<b>60,000</b>
	<b>Total</b>	<b>174,213</b>	<b>114,213</b>
<b>Earmarked</b>			
	<b>OBAL</b>	<b>3,000</b>	<b>3,000</b>
	Allotments		
	BCP		
	Office		
	Election		
	Play Areas		
	Movements to		
	Movements From	3000	3000
	<b>CBAL</b>	<b>0</b>	<b>0</b>
<b>Total Capital and Earmarked</b>		<b>177,213</b>	<b>114,213</b>
<b>Free Reserve</b>		78,468	78,224
<b>%</b>		10%	9%
	<b>CASH</b>	<b>2025</b>	<b>2025</b>
<b>Cash</b>	<b>OBAL (1st April)</b>	<b>447,143</b>	<b>447,143</b>
	Income	615,686	615,686
	Expenditure	810,392	870,392
	<b>CBAL (31st March)</b>	<b>252,437</b>	<b>192,437</b>

3. Members reviewed the precept requirement to fund the budget and recommended to council an annual Council Tax of **£27.46 per Band D house** (an increase of £4.52 per year) to deliver a precept of **£180,000**.
4. **Recommendations to Full Council:**
  - a. **The budget, as amended be adopted.**
  - b. **The precept is set at £27.46 per band D house)**

**There being no further business the Chairman closed the meeting at 20.15 pm.**

Signed .....

Date.....