



# Highcliffe & Walkford Parish Council

Minutes of the meeting of **Budget Audit and Grants Sub-Committee** held on 26<sup>th</sup> February 2024 at 18:30 in The Old School House, 254 Lymington Road, Highcliffe.

**Present:** Cllr A Sofianos (chair), Cllr L Dedman, Cllr R Ede (substitute), Cllr S Walter (substitute), Cllr A Martin (substitute)

**Also Present:** 8 members of the public **In attendance:** the clerk and RFO, Tom Brindley, the assistant clerk, Nicki France.

**23BAG/5 (Agenda Item 1) Apologies were accepted from Cllr D Martin, Cllr S Skinner and Cllr R Dickson.**

**23BAG/6 (Agenda Item 2) Chair's remarks:**

- 6.1 The chair welcomed the public, members and officers.
- 6.2 The chair proposed, and members agreed, to move agenda item 6 to follow agenda item 3.

**23BAG/7 (Agenda Item 3) Minutes of meeting 8<sup>th</sup> January 2024**

- 7.1 The minutes of the meeting of 9<sup>th</sup> January 2024 were approved with no matters arising.

**23BAG/8 (Agenda Item 6) Grant Applications**

- 8.1 St Mark's Church
  - 8.1.1 St Mark's Church had applied for a grant of £10,000 towards a) churchyard maintenance and improvements and b) a fence supporting a green corridor.
    - 8.1.1.1 A representative of St Mark's Church made a verbal presentation on the application and answered questions. Members noted the churchyard in question was detached from the church and was an open churchyard where any member of the community, regardless of faith, could be buried or interred. The church had taken advice from BCP Countryside officer in designing the fence and green corridor.
    - 8.1.1.2 Members noted that the sub-committee could award grants of up to £1,000 and any amount above this would require referral to full council. Members further noted that the grants budget for 2023/4 was fully spent and that any grant would come from the 2024/25 budget.
    - 8.1.1.3 Members **RESOLVED** to split the grant application into two parts: a) The fence supporting a green corridor and b) the churchyard maintenance and improvements.
    - 8.1.1.4 Members **RESOLVED** that the grant for £4,000 towards churchyard maintenance be deferred.
      - i. Members **RESOLVED** to recommend to Full Council that a grant of £6,000 be awarded to St Mark's church for the installation of a fence supporting a green corridor.
  - 8.2 Highcliffe Action Team (HAT)
    - 8.2.1 HAT had applied for a grant of £10,000 towards a music event in September 2024.

## Highcliffe & Walkford Parish Council

- 8.2.2 Mandy Polkey, chair of Highcliffe Action Group made a verbal presentation to the sub-committee and answered questions.
- 8.2.3 Ms Polkey advised that as well as being chair of HAT she was a director of Stir Events Ltd which delivered much of the event.
- 8.2.4 Members raised concerns about a number of matters related to the financing and organisation of the event and noted that the HAT accounts supplied did not include the full receipts and payments for the event.
- 8.2.5 After discussion, members **RESOLVED** that, subject to HAT submitting an account showing receipts and payments account for the 2023 event and projected receipts and payments for the 2024 event, and that after such accounts had been circulated to members, the application be referred to full council.

### 23BAG/9 (Agenda 4) 2023/24 accounts

- 9.1 (Agenda Item 4a) Financial Report  
Members noted the report to 31<sup>st</sup> January 2024. (Annexed)
- 9.2 (Agenda Item 4b) Full year forecast  
Members noted the full year forecast showing cash of £499,709 of which £459,031 was assigned to reserves.
- 9.3 (Agenda Item 4c) Virements  
Members **RESOLVED** to make to virements to the budget.

From	Balance	To	Transfer
Lengthsman	25000	Wingfield Rec	7000
Lengthsman	18000	Nea Meadows	10000
Lengthsman	8000	Lakewood	3000
Lengthsman	5000	Wingfield Pavilion	5000
Contingencies	4899	Christmas	1300
Contingencies	3599	Blue Flag	650
Salaries	8500	Bookkeeping	2000

- 9.4 (Agenda Item 4d) To approve movements to reserves.
- 9.4.1 Members **RESOLVED** to adjust the reserves ahead of the year end.

Capital Reserve	Year end 31/03/2024
CIL (Unassigned)	39,281
CIL (Nea Meadows Dredging)	132,000
Unspecified Projects	8,750
Shoreline	100,000
Highcliffe Rec & Pavilion	20,000
Wingfield Car Park	0
Revitalise High Street	120,000
Nea Meadows Car Park	0
Old School	30,000
Play equipment	8,000
<b>Total Capital</b>	<b>458,031</b>
<b>Earmarked Reserve</b>	
Allotments	0
Election expense	1000
<b>Total Earmarked</b>	<b>1000</b>
<b>TOTAL RESERVE</b>	<b>459,031</b>
GENERAL FUND	40,678
<b>TOTAL FUNDS</b>	<b>499,709</b>

## Highcliffe & Walkford Parish Council

- 9.4.2 Members noted that additional adjustments would be made following receipt of the 2025 precept.

### 23BAG/10 (Agenda Item 5) Audit

- 10.1 Members noted that the internal auditor Mulberry & Co had been appointed for a second one-year period in 2023.
- 10.2 Members **RESOLVED** to appoint Mulberry & Co for a three year period at a fixed fee.

### 23BAG/11 (Agenda Item 7) Bank and Building society accounts

- 11.1 The RFO presented the case for closing four accounts and moving the money to the CCLA Public Sector account, which gave a better return on investment.
- 11.1.1 The decision to open these accounts was based on the Financial Services Compensation scheme (FSCS) limit of £85,000
- 11.1.2 The council would not be covered by the FSCS scheme if the turnover exceeded £500,000 which it would likely do in 2024.
- 11.1.3 No financial institution had failed with loss to a depositor since the 1990s.
- 11.1.4 The CCLA Public Sector scheme used by most large councils was an investment scheme, not a deposit scheme and so was not included in the FSCS scheme.
- 11.1.5 The CCLA Public Sector scheme gave a better return on investment than building societies.
- 11.1.6 The internal auditor had been consulted.
- 11.2 Members noted the theoretical risk from exceeding the Financial Services Compensation scheme limit of £85,000 per institution.
- 11.3 Members **RESOLVED** to close four accounts:
- i Monmouth Building Society
  - ii Cambridge and Counties Bank
  - iii Teachers Building society
  - iv Bath Building Society
- and move the money into the CCLA Public Sector scheme.
- 11.4 Members **RESOLVED** to adapt a treasury policy:
- 11.4.1 That up to £20,000 be held in the Unity instant access deposit account except where money for larger payments is required.
- 11.4.2 That up to £5,000 be held in the Unity current account except where money for larger payments is required.

**23BAG/12 There being no further business the Chairman closed the meeting at 19.55 pm.**

Signed .....

Date.....