

# FARNHAM ROYAL PARISH COUNCIL

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MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 28 NOVEMBER 2022 AT 7.30PM AT FARNHAM ROYAL VILLAGE HALL, FARNHAM LANE, FARNHAM ROYAL, SL2 3AX

## Present

Paul Rowley (Chairman)      Marilyn Rolfe  
Bob Milne                      David Moore  
Tony Birkett                    Katherine Damsell  
Judith Hall (Clerk)

## 22/8/FC Apologies for absence

Jenny Quilter and Clive Robinson

## 22/9/FC Elect a Chair

Katherine Damsell was appointed Chair of the Committee.  
Paul Rowley was appointed Vice Chair of the Committee.

## 22/10/FC Note amended Terms of Reference

The amended Terms of Reference was noted.

## 22/11/FC To approve minutes of the meeting held on 12 January 2022

The minutes of the meeting were **confirmed** as a true and accurate record and they were then signed by the Chairman.

## 22/12/FC Matters arising from previous minutes not covered elsewhere on the agenda

None

## 22/13/FC To consider recommending the allocation of current CIL receipts to the Blackpond Lane Footway Extension project

Following a discussion, it was decided to recommend to the Parish Council that the CIL receipts currently held are allocated to the Blackpond Lane footway project.

## 22/14/FC To discuss the 2023/24 budget and projections for 2024/25 and 2025/26

Those present considered the attached draft budget line by line. The following comments were made:

Item	Comment	Action (for budget purposes)
<u>Income:</u>		
Precept	-	Agree figure for recommendation to the Parish Council at the next meeting.
Interest	Based on this year's receipts	No Further Action ("NFA")
Rent	Received from Farnham Common Sports Club as per the lease.	NFA
Churchyard	This is a 65% reimbursement from Buckinghamshire Council of the costs incurred during the preceding year.	NFA
Donations	There is an anonymous donor who provides this amount each year.	NFA
Other	-	NFA

<u>Expenditure:</u>		
<b>Open Spaces</b>		
Contract (Jubilee Copse etc)	Based on current year plus 7%. Details of contract to be agreed for tender. New contract starts 1 April 2023.	NFA
Allotments	As per agreement with Stoke Poges Parish Council	NFA
Arboriculture Report	Based on this year's cost	NFA
Arboriculture Work	Based on this year's cost	
Litter picking	Increased to include increase in minimum wage from 1 April 2023.	NFA
Pest Control	Based on last year's cost	NFA
Village Flowers	Based on current year plus 7%.	NFA
Flowerbeds (Kingsway Green & Rectory Close)	The following options were identified: <ul style="list-style-type: none"> <li>• Seasonal Planting</li> <li>• Wildflowers</li> <li>• Turf</li> <li>• Bark chippings</li> </ul> <p>Very different costs ranging from £500 to £13,000.</p>	Further discussions are required to agree a plan for 2023/24.
Kingsway Green Grass Cutting	The following options were identified: <ul style="list-style-type: none"> <li>• Buckinghamshire Council take this on as it is owned by them.</li> <li>• Add to the contract that includes grass cutting at Temple Dell.</li> <li>• Seek a gardener/handyman to cut the grass regularly.</li> </ul>	Further discussions are required to agree a plan for 2023/24.
Waste (Dog Bags)	Based on current year plus 7%. There was a discussion that the parish council's annual contribution could be capped.	Agree whether to cap the contribution
Extra Works	It was suggested that individual amounts are removed and an overall contingency is included at the bottom of the budget sheet.	Agree whether this should be applied.
<b>General Grass Cutting</b>		
Contract	It was noted that the decision to cut these verges on top of the cuts provided by Buckinghamshire Council was a historical one which should be reviewed.	Paul Rowley suggested a meeting should be held with Buckinghamshire Council to agree that these verges are included on its cutting schedule.
Extra Works	It was suggested that individual amounts are removed and an overall contingency is included at the bottom of the budget sheet.	Agree whether this should be applied.
<b>Churchyard</b>		
Contract	Based on current year plus 7%. Details of contract to be agreed for tender. New contract starts 1 April 2023.	NFA

Arboriculture Work	No work expected as carried out this year.	NFA
Extra Works	It was suggested that individual amounts are removed and an overall contingency is included at the bottom of the budget sheet.	Agree whether this should be applied.
<b>Street Lighting</b>		
Maintenance	Based on current year.	NFA
Electricity	This is an item of concern as the cost has not been confirmed by Buckinghamshire Council	The Clerk agreed to chase Buckinghamshire Council for more details.
Extra Works	It was suggested that individual amounts are removed and an overall contingency is included at the bottom of the budget sheet.	Agree whether this should be applied.
<b>Play Equipment, Bus Shelters and Benches</b>		
Contract (Playgrounds/Bus Shelter etc)	Figure stated is the quote obtained from current contractor. Details of contract to be agreed for tender. New contract starts 1 April 2023.	NFA
FR Ground Maintenance	Based on current year	NFA
Annual Playground Inspection	Based on current year	NFA
Extra Works	It was suggested that individual amounts are removed and an overall contingency is included at the bottom of the budget sheet.	Agree whether this should be applied.
<b>Highways</b>		
Ad Hoc Works	No work expected	Remove the line.
MVAS	Cost increased in line with possible project to increase the number of MVAS to two in the parish.	Further discussions are required to agree a plan for 2023/24.
<b>Projects</b>		
Guide Hut Demolition	Assumed the project is completed before 31 March 2023.	NFA
FC Playground	First year is annual loan repayment, second and third year is annual loan repayment and saving for match funding any successful grant application or additional loan	The Clerk agreed to check current loan costs.
Community Board MF (Boundary Copse)	This project is unlikely to be completed before 31 March 2023 so the cost should be allocated to the 2023/24 budget.	Add cost to 2023/24 budget
Community Board MF (TfB - Infant School)	Assumed the project is completed before 31 March 2023.	NFA
Community Board MF (TfB - Blackpond Lane)	Assumed the project is completed before 31 March 2023.	NFA
Community Board MF (TfB - Templewood Lane)	Assumed the project is completed before 31 March 2023.	NFA
Contract Performance Management	It was felt that parish councillors could carry out this function	Further discussions are required to agree a plan for 2023/24.

	claiming mileage for travelling around the parish which would reduce the cost. Bob Milne volunteered to review woodland, churchyard and green space contractors and Paul Rowley agreed to review the playground contractors. Other volunteers would be required to the other areas such as flagpoles, defibrillators etc.	
FCSC Covenant (Legal Fees)	There was a discussion about whether this was required with no agreed outcome. It was felt however that the legal costs were likely to be more than estimated.	Further discussions are required to agree a plan for 2023/24.
MVAS/Speedwatch inc. training	It was noted that this item included the cost of purchasing two new MVAS and training to download the data. The amount is half the estimated cost as match funding would be requested from the Beeches Community Board. It was noted that this project had not yet been considered by the Project Working Group.	Further discussions are required to agree a plan for 2023/24.
Woodland Management Plan	The cost of preparing the Plan should be covered by grant funding.	NFA
<b>Grants</b>	Based on current year	NFA
<b>Neighbourhood Plan</b>	This is the excess daily rate for the consultant.	NFA
<b>Public Conveniences</b>	Based on current year	NFA
<b>Decorations/Community Events</b>		
Flag Poles and Flags	The cost is an annual service, one new flag and flag management payment	NFA
Remembrance Day Posies	Based on current year	NFA
Christmas Lights - new	The stars in the tree at Farnham Royal no longer work and cannot be repaired.	Further discussions are required to agree a plan for 2023/24.
Christmas Lights - repairs	Based on current year	NFA
Christmas Lights - display	Based on current year	NFA
Christmas Lights - storage	Based on current year	NFA
King's Coronation	This amount is a small contribution, additional funding would be required by grant funding or working with other community organisations.	Discussion with community groups/organisations are to be held to agree a combined plan.
Carols at The Dell	Based on current year	NFA
Other Community Events	Line no longer required	Remove line
<b>Administration</b>		
Village Hall Hire	Based on current year	NFA
IT Systems	Based on current year	NFA
Website	Based on current year	NFA

Clerk's salary/exp/pension and HMRC	This figure includes an increase equal to estimated RPI at February 2023.	NFA
Office rent/utilities/broadband	Estimated based on discussions	NFA
BT - office telephone	Estimated based on CST quote for VOIP	NFA
Office supplies	Estimate based on current year	NFA
Insurance	Based on current year	NFA
Banners	Based on current year but increased to allow greater communication	NFA
Training	Based on current year but reduced to be more realistic	NFA
PAT Testing	Based on current year	NFA
Councillor Mileage	Based on current year but reduced to be more realistic	NFA
Subscriptions and DPA registration	Based on current year	NFA
Accounting & Audit Fees	Based on current year	NFA
Office Relocation Costs inc. Legal Fees	Remove line as the costs will be paid during 2022/23.	Remove line
<b>Other Expenses</b>		
Contingency	It was suggested that individual amounts are removed and an overall contingency is included at the bottom of the budget sheet.	Agree whether this should be applied.

**22/15/FC To discuss the 2023/24 Parish Precept**

Following a discussion, those present felt that an increase of 5% as included in the projections prepared in January 2022 was still relevant but a final recommendation would be agreed at the next meeting.

**22/16/FC Any other business**

16.1 The question of whether Stamp Duty Land Tax would be due on the new office lease was raised. The Clerk was asked to discuss this with BP Collins and report back at the next meeting.

**22/17/FC Date and time of next Finance Committee meeting:**

The meeting closed at 10.20pm. The next meeting is on 9 January 2023 at 7.30pm at Farnham Common Village Hall

Signed as a true record of the meeting:-

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Chairman