

OTTERBOURNE PARISH COUNCIL
Minutes of Finance and Administration Committee Meeting
18 November 2019 in the Bianchi Room, Otterbourne Village Hall at 7.30 pm

Attending: Cllrs Moody (C); Stafford; Hawkins; Calliste; Gilbert; Stansbury; Clerk/RFO.

1. **Apologies for Absence:** Cllr Stirrup; Cllr Reese
2. **Declaration of Interest:** None.
3. **Open Session for Parishioners:** None attending.
4. **Assessment of Parish Accounts and Reserves 2019/20**
 A Statement of Accounts and Reserves had been distributed to all Councillors with the Agenda. The Lloyds Treasurer's Account stood at £21,056.38. Expenditure and Income forecast from the Budget Analysis presented end of year balance of £7,364 unallocated. It was agreed if a tight budget could be held in 2019/20, £7,000 of the forecast end of year balance would be returned to Reserves with working balance of £364 carried forward.
 The Lloyds 3-6 month Investment Account stood at £10,000 (waiting to be reinvested).
 The Lloyds 12 month Investment Account stood at £26,190.99.
 Investment funds represented: Emergency Contingency £10,000; Replacement of Assets £26,191.
5. **New Proposals received for Expenditure 2020/21**
 Allotments garage brickwork: estimate £600. Agreed to provision.
 Play Park repainting: estimate £2,500. Agreed to provision.
 75th Anniversary of VE Day: estimate £1,000. Agreed to provision.
 Otterbourne in Bloom: £500 c/f from 2019/20 + estimate £500 from 2020/21. Agreed to provision.
 Neighbourhood Watch signs: no funding agreed.
 Citizens Advice Bureau: S137 contribution of £150. Agreed to provision
 Pedestrian Crossing Main Road: £10,000 towards HCC and CIL funding. Agreed to provision.
 BBQ area at Youth Facilities £505. Agreed pending further consideration by Council.
6. **Budget – Expenditure and Income for 2020/21**
 The RFO had drawn up a Draft Budget for 2020/21 based on anticipated requirements submitted by Councillors and it had been distributed with the Agenda. Items of Expenditure and Income were considered against Forecast Exit 2019/20 and Budgets from the past 3 years. Items and comments as detailed in the schedule attached. New Proposals provisioned as above. Total Expenditure agreed £48,404. Total Income anticipated £1,320. Reserves drawn £7,000. Budget Proposed £40,084.
7. **Recommendation of Precept for 2020/21**
 A Precept of £40,084 was agreed to recommend to Council. This represented a 4.78% increase (£2.61 per household per annum) on 2019/20 and £57.14 at Band D using a Tax Base of 701.48.

Clerk to Agenda for approval at 21 January 2020 Parish Council meeting.

Meeting closed at 9 pm.