

**Minutes of Finance and Administration Committee Meeting
16 November 2021 in the Bianchi Room, Otterbourne Village Hall at 7.10 pm**

Present: Cllrs Moody; (Chair); Stafford; Gilbert, Lansdown-Bridge, M Smith; King; Stansbury; 1 Parishioner; Clerk/RFO.

Documents with the Agenda: Statement of all Accounts and Reserves; Budget Analysis for 2021/22 with Forecast Exit; Draft Budget for 2022/23; Budgets and Precepts levied for the past 3+ years; Council Tax Bands and last known Tax Base.

- 1. Apologies for Absence:** Cllrs Reed; J Smith.
- 2. Declaration of Interest:** Cllrs Gilbert and M Smith as Allotment holders.
- 3. Open Session for Parishioners:** Nothing raised.
- 4. Assessment of Parish Accounts and Reserves 2021/22**

The Lloyds Treasurer's Account stood at £28,538.18 with forecast end of year balance at £1,000+. The two Lloyds accounts held on 32 days' notice stood at £17,215.99 (former 6 month Investment Account) and £29,675.85 (former 12 month Investment Account). Reserves represented: Emergency Contingency £11,002.17; CIL Funds £6,213.82; Replacement of long term assets £29,675.85.
- 5. Assessment of Draft Budget 2022/23**

The RFO had drawn up the Draft based on requirements and input from all Councillors. Items of Expenditure and Income were individually considered with detailed comments. Regular Expenditure total: £37,016 and Regular Income total: £2,734. Additional Expenditure total: £4,100 and Additional Income total: £0. Additional Expenditure comprised:
Open Spaces: 2nd year of up to 4 year programme for tree work and cutting back £1,000.
Recreation Ground: 2nd year of up to 4 year programme for tree and cutting back £1,000.
Sponder's Mede/Old Churchyard: 2nd year of up to 4 year programme for tree work £500.
Recreation Ground: additional signage £1,000. Otterbourne in Bloom: £600.
S137 Items:
Winchester Citizens Advice Bureau: £150; War Memorial wreath £25; Parish Magazine £120; SOCCT £500; Other set aside (recipients tbc) £300.
C/f items anticipated from 2021/22 Budget:
Platinum Jubilee (formerly 75th Anniversary of VE Day) £1,353. All other items would be assessed at financial year end.
- 6. Budget for 2022/23**

Total Expenditure agreed £41,116. Total Income anticipated £2,734. Reserves reduced £0. Reserves to be added £1,709 for reimbursement of pavilion refurbishment (4th year). Budget proposed £40,091 as per the attached.
- 7. Recommendation of Precept for 2022/23**

A Precept of £40,091 was unanimously agreed to recommend to full Council representing a 1.52% decrease on 2021/22 and £56.43 per household per annum at Band D using a Tax Base of 710.44.

Meeting closed at 7.25 pm.