

**Minutes of Finance and Administration Committee Meeting  
15 November 2022 in the Bianchi Room, Otterbourne Village Hall at 7.10 pm**

Present: Cllrs Moody; (Chair); Smith; Gilbert; Green; King; Stansbury; Weymes; Clerk/RFO.

Documents with the Agenda: Statement of Accounts and Bank Forecast Exit 31/03/23;  
Budget Analysis with Forecast Exit 2022/23; Precepts levied for the past 3 years;  
Draft Budget for 2023/24; Council Tax Bands and last known Tax Base.

- 1. Apologies for Absence:** Cllr Reed
- 2. Declaration of Interest:** Cllrs Gilbert and Smith as Allotment holders.
- 3. Open Session for Parishioners:** Nothing raised.
- 4. Assessment of Parish Accounts and Reserves 2022/23**  
The Lloyds Treasurer's Account stood at £23,437 with end of year balance forecast at £4,708 due to projects not expected to complete, over-provisions; accumulation of interest and other income. The two Lloyds investment accounts held on 3 months fixed term notice to 23/12/22 stood at: £17,240 representing Emergency Contingency Fund £11,026 and CIL Funds £6,214 (to be utilised by 2025/26); and £29,700 representing Replacement Fund for long term assets.
- 5. Assessment of Draft Budget 2023/24**  
The RFO had drawn up the Draft based on requirements and input from Councillors. Items of Expenditure and Income were individually considered with detailed comments. The Budget was agreed as:  
Regular Expenditure total: £36,561, and Regular Income total: £3,950.  
Additional Expenditure total: £9,400 and Additional Income total: £0.  
S137 Grant/Donation Items (within Regular Expenditure) comprised total: £895  
Winchester Citizens Advice Bureau: £150; War Memorial wreath £25; Parish Magazine £120; SOCCCT £500; Other set aside (recipients within the parish area tbc) £100.  
Additional Expenditure comprised total: £9,400  
Open Spaces: Yr 3 of 4-year programme for tree work and cutting back £1,000.  
Recreation Ground: Yr 3 of 4-year programme for tree work and cutting back £1,000.  
Sponder's Mede/Old Churchyard: Yr 3 of 4-year programme for trees and cutting back £500.  
Recreation Ground: Path repair and 6 MMT replacement posts £2,300;  
Play Park: Activity tower wetpour edging and repainting of lower beams £2,600  
Tribute to Queen Elizabeth II: for plaque and bench £2,000
- 6. Budget for 2023/24**  
Total Expenditure agreed £45,961. Total Income anticipated £3,950. It was agreed to utilise £4,000 of the Lloyds Treasurer's Account c/f forecast of £4,708 in order to ease the budget bringing Income to £7,950. Reserves to be added for reimbursement of the pavilion refurbishment (5th year) £2,110. Budget proposed £40,121.
- 7. Recommendation of Precept for 2023/24**  
A Precept of £40,121 was unanimously agreed to recommend to full Council representing 0% on 2022/23 and £56.84 per household per annum at Band D using the last known Tax Base of 705.88.

**Meeting Closed 7.40 pm.**