

PADDOCK WOOD TOWN COUNCIL
The Podmore Building, St Andrew's Road, Paddock Wood, TN12 6HT
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**NOTICE OF A MEETING OF THE FINANCE COMMITTEE TO BE HELD on Monday 6th
December 2021, in the Day Centre Commercial Road at 7.00 pm**

APOLOGIES

F20 DECLARATIONS OF INTEREST

F21 MINUTES OF THE PREVIOUS MEETING

To APPROVE the minutes from the previous meeting held on 9th August 2021

F22 UPDATE FROM PREVIOUS MINUTES

Accounts with the Nationwide, Hampshire Trust Bank and Cambridge building Society have been set up. However, the Town Council does not qualify for the FSCA Scheme as its budget is more than £428,901.

F23. RESERVES

The current balance in the reserve accounts as of 31st October 2021 is as follows:

Unity Trust	£615,917.20
Hampshire Trust	£75,000
Cambridge BS	£75,000
Nationwide	00

F24 CURRENT ACCOUNT

The balance of the current account as of the 31st October 2021 = £198,893.57

F25 RPI & CPI

According to the Office of National Statistics the figures for September are as follows: RPI = 4.9% CPI = 3.1%

F26 FEES and TARIFFS

To consider the Council's fees and tariffs for the year 2022/2023. In 2021/2022 the council increased all its fees by 1%.
(Existing fees and tariffs attached)

F27 STAFF SALARIES

The clerks are paid according to the SLCC pay scales and the Estates Staff are paid at a locally agreed rate, although salaries are in line with the recommended rates from the GMA (formerly the IOG.) The National Joint Council has not announced any increases for 2021 but the council allowed 2% provision in its budget for all staff. The Personnel Committee has recommended a budgetary provision of 2% for the next budget year. The Committee has also requested £3000 be allocated for HR support going forward.

F28 AUDIT

- a) In 2021/2022 the council appointed David Buckett as its internal auditor. It is recommended that the council re-appoints Mr Buckett for the year 2022/2023.
- b) PKF Littlejohn have returned the council's Annual Return with no issues raised. The relevant notices have been posted on the website and noticeboard outside the office.
- c) The Audit Fees for 2020/21 were increased as the council's reserve fund took the fees into the next payment bracket. This is due to the S106 funding currently being held in the account.

F29 BUDGET

- (a) Existing Contracts
(See attached sheets)

- (b) Every year the Council pays subscriptions to the following organisations:
NALC/KALC
SLCC
Institute of Cemetery Management
Grounds Management Association (formerly IOG)

The Council has also agreed to pay the CIMA (Chartered Institute of Management Accountant) Membership for the new RFO.

- (c) To note the anticipated figures for the year end.
- (c) To consider the draft budget figures and notes for the 2022/2023 budget. Please note these figures will be finalised at the January meeting.

F30 DATE OF NEXT MEETING

The next meeting will be held on Monday 10th January 2022

Nichola Reay
Clerk to the Council
16th November 2021