

**ADDINGHAM PARISH COUNCIL**  
**MINUTES OF A MEETING OF THE FINANCE COMMITTEE**  
**HELD AT THE OLD SCHOOL, ADDINGHAM**  
**ON Wednesday 8<sup>th</sup> December 2021 AT 6.00PM**

**Present**

Cllrs: Sutcliffe (Chairman), Tennant, Smith and Jerome

**Absent**

None

**In Attendance**

Parish Clerk – S Lloyd

**31/21 Disclosures of Interest**

Pursuant to the Council's Code of Conduct, Members were invited to disclose any additional interests (not already listed in the Register of Interests), and to note in the Declarations of Interests Book any previously disclosed interests, relevant to the business of the meeting.

Relevant interests noted: None

**32/21 Public Consultation and Question Time**

No members of the public were present.

**33/21 Minutes of the Meeting held on 9<sup>th</sup> November 2021**

**Resolved:** That the Minutes of the meeting held on 9<sup>th</sup> November 2021, having been taken as read, be approved and signed as a true and correct record by the Chairman.

**34/21 Action Plan 2022 – 2025**

The revised draft Action Plan 2022 -25, highlighting levels of expenditure potentially required for service provision in 2022/23, was discussed. Council would be asked to note that the Action Plan document is a strategic plan containing broad estimates, that should be read in conjunction with the budget statement.

**Resolved to Recommend:** That the draft Action Plan and CIP 2022-2025 be approved by Council.

**35/21 Insurances**

The Clerk reported that the existing three-year agreement with Zurich was coming to an end on 13<sup>th</sup> January 2022 and that quotes for comparison had been received from 2 other providers. After discussion it was

**Resolved to Recommend** That at the renewal date, the Clerk be authorised to enter into a further long term agreement with Zurich for a 5 year period. The premium in year 1 is quoted at £1196.85. That expenditure had been reflected in the draft budget 2022-23 to reflect this.

**36/21 Energy costs**

A review of the energy expenditure for the Old School and Pavillion was received and noted.

**37/21 Scribe Accounting System for Parish Councils**

The Clerk presented a proposal for the council to purchase a bespoke software system to replace the manual excel spreadsheets currently used for recording and reporting. The annual subscription represents approx. 0.5% of the annual precept and was considered good value, in that it would save Clerk time in preparing reports, VAT returns and end of year accounting. The Committee noted that the Parish Council finances have faced scrutiny by local residents in recent years and that this software package would enable the Clerk to gather financial information more efficiently if there were future challenges.

**Resolved to Recommend** That the Clerk be authorised to purchase and implement Scribe in readiness for 1<sup>st</sup> April 2022. That the set up fee and first year subscription payment of £397 plus VAT and £564 plus VAT, respectively, be approved.

**38/21 Electrical PAT testing**

**Resolved** That in accordance with Health and Safety best practice and legislation regarding workplace safety, the Clerk would make necessary arrangements for a suitable contractor to carry out the Portable Appliance Testing at the Hub.

**39/21 Draft Budget and Precept 2022/23**

The draft budget proposals for 2022/23 were considered, together with the Action Plan and CIP 2020-23, as received by Council at its meeting held on 17<sup>th</sup> November 2021. The proposed provisions in the draft statement were reviewed and agreed. Specifically, in the interests of ensuring adequate contingency provision for services, it was agreed that an additional provision be made to cover the unknown costs of responding to investigations arising as a result of local elector challenges to the annual audit.

**Resolved to Recommend:** That the draft Budget Statement 2022 be recommended for the consideration of Council as the basis for the setting of the Precept 2022/23.

Council would be asked to note that, if approved, the draft Budget 2022 would not require any increase in the precept charge on Band D properties.

**40/21 Date of Next Meeting**

The next Meeting of the Committee would be held on a date to be confirmed.

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Meeting closed at 6.55pm.

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Chairman