



## Brixworth Parish Council Minutes of the Finance Committee Meeting

Thursday 21st September 2023 at 7:00pm

Community Centre & Library, Spratton Road, Brixworth NN6 9DS

**In Attendance:** Cllr Nixon (Chairman), Cllr Lunnon, Cllr Bird and Cllr Compton

**Parish Clerk:** Josie Flavell

**Members of Public:** No members of the public

### MINUTES

#### PART ONE – OPENING PROCEDURES

<b>23/0045</b>	<b>Welcome by Chairman</b> Chairman Cllr Nixon welcomed everyone to the Finance Committee Meeting and advised all present of the evacuation procedures.	-
<b>23/0046</b>	<b>Apologies for absence and acceptance of apologies for absence</b> There apologies reported and accepted from Cllr Ian Barratt. Prop. Cllr Nixon / Sec. Cllr Lunnon.	-
<b>23/0047</b>	<b>Declarations of Interest</b> a) Cllr Bird declared an interest in Property/Asset matters due to being a committee member of Central Sports. b) There were no dispensations or written requests for dispensation of DPI to consider.	-
<b>23/0048</b>	<b>Agree and Sign the Minutes of Previous Meeting</b> All present RESOLVED to Chairman Nixon approving the Finance Committee Meeting Minutes and Confidential Meeting Minutes for the meeting held on 13 <sup>th</sup> July 2023, as a true and accurate record. Prop. Cllr Lunnon / Sec. Cllr Bird.	-
<b>23/0049</b>	<b>Public Open Forum Session</b> There were no reports or requests to consider.	-

#### PART TWO – FOR DECISION

<b>23/0050</b>	<b>Business Plan</b> All present reviewed and approved the DRAFT Business Plan and recommend its approval by Full Council at its meeting being held on 28 <sup>th</sup> September 2023. Prop. Cllr Nixon / Sec. Cllr Lunnon.	-
<b>23/0051</b>	<b>MUGA Hire Fees and Booking Tool</b> a) All present RESOLVED to approve the proposed MUGA hire fees and recommend these for final approval at the Full Council meeting being held on 28 <sup>th</sup> September 2023. Prop. Cllr Nixon / Sec. Cllr Lunnon. b) All present RESOLVED to consider and approve the new online booking tool and recommend this for final approval at the Full Council meeting being held on 28 <sup>th</sup> September 2023. Prop. Cllr Bird / Sec. Cllr Lunnon.	-

#### *Members of Brixworth Parish Council - Finance Committee*

*Councillor Tony Nixon (Chairman), Councillor Barbara Lunnon (Vice Chair), Councillor Jackie Bird, Councillor Ian Barratt, Councillor Lynne Compton and Parish Clerk*

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	It was also discussed and agreed that should the new booking tool system become too much in terms of invoicing, a figure should be budgeted for next year to allow for the Scribe online booking tool to be purchased and added to the current software.	
23/0052	<b>MUGA Hire Terms and Conditions</b> All present RESOLVED to approve the draft Hire Terms and Conditions and recommend these for final approval at the Full Council meeting being held on the 5 <sup>th</sup> of October 2023. Prop. Cllr Nixon / Sec. Cllr Bird.	JF

### PART THREE – FOR INFORMATION

23/0053	<b>Q2 Performance Against Budget Year to Date</b> All present NOTED the contents of the YTD Budget report.	-
23/0054	<b>Q2 Reserves Report</b> All present NOTED the contents of the YTD Reserves report.	-
23/0055	<b>Property Issues Update</b> <ul style="list-style-type: none"> <li>▪ Cllr Nixon report was circulated prior to the meeting, which is also a Full Council meeting paper and was NOTED by all those present.</li> <li>▪ Cllr Nixon reported that there are issues with the Northampton Road Allotments, but a paper has been put together for the Full Council meeting.</li> </ul>	-
23/0056	<b>Bank Mandate</b> All present NOTED that the bank mandate has been updated and the Clerk is currently changing the debit card.	-
23/0057	<b>2024/25 Budget and Precept Setting Process</b> The Clerk outlined the process for setting next year's Budget and Precept. All present unanimously agreed to create a Budget Scrutiny Working Group (Finance Committee members only) to review the first draft of the budget – the Clerk is to set a date. The finalised budget will then be approved by the Finance Committee at its next meeting, ahead of full and final approval by Council at the December Full Council meeting. Prop. Cllr Compton / Sec. Cllr Lunnon	JF

### PART FOUR – CONFIDENTIAL MATTERS

23/0058	<b>EXCLUSION OF THE PRESS AND PUBLIC</b> RESOLVE to consider the exclusion of the press and public from the meeting in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2, to discuss matters of commercial and personal confidentiality (Papers for Members only), due it being prejudicial to public interest by reason of the confidential nature of the business to be transacted.  <b>There were no Press or Public to be requested to leave the meeting (subject to 23/0058)</b> Prop. Cllr Nixon / Sec. Cllr Lunnon.	
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### PART FIVE – CONFIDENTIAL MATTERS

23/0059	<b>Grounds Maintenance Contract</b> All present agreed a course of action concerning the current grounds maintenance contract and to recommend this to Full Council for approval at it's September meeting.	JF
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**There were no Press or Public to be invited back into the meeting.**

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**PART SIX – CLOSING PROCEDURES**

23/0060	<b>Next Meeting</b> a. To review disbanding the Personnel Committee and consider changing it to a panel/sub-committee. b. All present NOTED the date of the next Finance Committee Meeting on 14 <sup>th</sup> December 2023.	<b>ALL</b>
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*In the absence of further business, the meeting closed at 19:28pm*

**Signed as a true and accurate record:**

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Cllr Tony Nixon - Chairman  
**Brixworth Parish Council**  
Date: 14<sup>th</sup> December 2023

**Minutes Prepared by:**

Josie Flavell  
Parish Clerk

**Brixworth Parish Council**

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Councillor Ian Barratt, Councillor Lynne Compton and Parish Clerk



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