

# GRAFFHAM PARISH COUNCIL

## **Draft MINUTES OF THE FINANCE COMMITTEE MEETING OF THE GRAFFHAM PARISH COUNCIL HELD ON THURSDAY 14th JANUARY 2021 AT 7.00PM VIA ZOOM CONFERENCING**

**Present:** Cllr. H. Charman (Chairman), Cllr. S. Mackie and Cllr. John Uphill  
**In Attendance:** Tracy Rowe, Clerk and RFO

Cllr. Charman, Chairman of the Finance Committee, welcomed all to the meeting. It was noted that the approval and acceptance of the draft budget 2021/22 and the setting of the precept 2021/22 were agenda items for the full Graffham Parish Council Meeting which would commence at 7.00pm on the following evening – Friday 15<sup>th</sup> January 2021.

1. **Apologies:** There were none.
2. **To receive any Declarations of interests from members:** There were none.
3. **Public questions.** There were no members of the public present.
4. **Draft Budget 2021-22. To Consider the draft budget for 2021-22 and to agree a recommendation to make to Graffham Parish Council (GPC) at its January 15th 2021 Meeting as to the precept request to Chichester District Council**

The Finance Committee (comprised of Cllrs. Charman, Mackie and Uphill) had previously considered the following documents

- Bank reconciliation as at 9<sup>th</sup> October 2020
- Second draft Budget 2020-21 (Dated 20.10.20) reconciling to the bank reconciliation as at 9<sup>th</sup> October 2020. The second draft budget comprised two documents: “Second draft budget 2021/22” and “Calculation of Revenue Balance to support precept request for 2021/22”
- Email dated 05/01/21 addressed to Cllrs Churchward and Macqueen (but issued to all GPC members) entitled GPC Budget 2021/22 by Cllr. Charman, which enclosed an earlier email dated 7.11.20 from Cllr. Charman to Cllrs. Mackie and Uphill - (Being an Explanation of the Second Draft Budget and Related Precept Request Calculation)
- It was noted that the above documents had been issued to all GPC Councillors stating that “the Finance Committee has met informally on 7 November 2020, and would meet again formally just before the January 2021 GPC Meeting. The email dated 07.11.20 set out the process followed by the Committee and any pertinent features of the 2021/22 Budget compared to that for 2020/21

The Finance Committee, at this formal Finance Committee meeting, agreed both a Budget and related Precept for 2021/22, attached, which were recommended to the full Council for approval at its meeting on 15<sup>th</sup> January 2021.

- Clerk’s note: These documents are all included within the minutes of the GPC Meeting held on 15<sup>th</sup> January 2021.

The meeting finished at 7.08pm

These minutes are an accurate record of events.

.....  
.....  
**Graffham Parish Council Finance Committee Chairman**

**Cllr. Howard Charman.**  
**Date**