

Seaton Valley Council

A Community Council

Minutes of a Meeting held on Wednesday 28 October 2020 at 6.00 pm. The meeting was held on line via Zoom.

The meeting started at 6.00 p.m.

PRESENT: Councillors:	S Stanners, A Stanners, K Collier and L Bowman
IN ATTENDANCE:	S Potts – Clerk and Responsible Financial Officer
FGP001/20	1. Apologies for absence All present, therefore no apologies for absence.
FGP002/20	2. Disclosure of interests There were no declarations of interest.
FGP003/20	3. Chair's Announcements The Chair referred to recent discussions between the Clerk and all Councillors about the possibility of the Council stepping in to fund 'free school meals' for students in Seaton Valley. He said that all Councillors supported the proposal and as a result vouchers had been purchased from Lakes and dales to distribute to those families entitled to free school meals. The Chair said that he expected expenditure on this matter to be in the region of £4,000 and that funding for the initiative would come from under spends elsewhere in the Council's budget.
FGP004/20	8. Minutes of the Committee's last Meeting The notes of the in quorate meeting held on 30 October 2019 were accepted as a true record of that meeting.
FGP005/20	12. Budgetary Control Update The Clerk presented his report which provided detailed and summary information on the Council's income and expenditure compared to budget as at 28 October 2020. In summary, the Clerk said that the Council's income and expenditure is more or less in line the projections he presented to Council in September and that he had nothing further to add that hadn't already been reported during the year. The Clerk said that he was expecting a net underspend of circa £25,000 in the current year.
FGP006/20	14. Budget Process 2021/22 The Clerk's report laid out a schedule of meetings that are being used to draw up the Council's 2021/22 Annual Budget. The schedule is reproduced below for information:

2021/22 Budget Process – Work Schedule/Timetable

Date	Group	Purpose
Wed 28 Oct 2020 – 6.00pm Following Finance and GP Committee meeting	Budget Review Working Group	Review Initial Projections
Wed 11 Nov 2020 – 6.00pm	Budget Review Working Group	Review Base Budget
Wed 25 Nov 2020 – 7.00pm	Full Council	Review Latest Information
Wed 09 Dec 2020 – 6.00pm	Budget Review Working Group	Review Latest Information
Wed 6 Jan 2021 – 6.00pm	Budget Review Working Group	Finalise Proposals
Wed 20 Jan 2021 – 7.00pm	Full Council	Agree 2021/22 Budget

The Clerk said that a similar process to previous year's is being followed i.e. the Finance and General Purposes Committee is taking on the role of Budget Review Working Group which considers summary information on the build-up of the Council's base budget at various stages of the process, the latest projections of the current year's income and expenditure as compared to budgets, the latest estimated of unallocated reserves and recommends potential areas for saving.

FGP007/20

12. Dates of Future Scheduled Meetings

Date	Committee/Council	Time	Venue
Wednesday 25 November 2020	Full Council	7pm	On Line via Zoom
Wednesday 20 January 2021	Full Council	7pm	On Line via Zoom

There being no other business on the Agenda, the meeting closed at 6.30pm

Signed by the Chair: _____

Dated: _____