

Seaton Valley Council

A Community Council

Minutes of a Meeting held on Wednesday 27 October 2021 at 6.00 pm. The meeting was held in the Council Offices, Seaton Delaval.

The meeting started at 6.00 p.m.

PRESENT: Councillors:	S Dungworth (Chair), G Eastwood (Vice Chair), E. Chicken and L Bowman																									
IN ATTENDANCE:	S Potts – Clerk and Responsible Financial Officer																									
FGP001/21	1. Apologies for absence All present, therefore no apologies for absence.																									
FGP002/21	2. Disclosure of interests There were no declarations of interest.																									
FGP003/21	3. Minutes of the Committee's last Meeting The minutes of the Committee's last meeting held on 10 December 2020 were accepted as a true record of that meeting.																									
FGP004/21	4. Clerk's Update Given that two of the Councillors present were new to the work of the committee, the Clerk gave a brief overview of committee's terms of reference.																									
FGP005/21	5. 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 12 October 2021. 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 £20,000 in the current year.																									
FGP006/21	6. Budget Process 2021/22 The Clerk's report laid out a schedule of meetings that are being used to draw up the Council's 2022/23 Annual Budget. The schedule is reproduced below for information: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3" style="text-align: center;">2022/23 Budget Process – Work Schedule/Timetable</th> </tr> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Group</th> <th style="text-align: left;">Purpose</th> </tr> </thead> <tbody> <tr> <td>Wed 27 Oct 2021 – 6.00pm Following Finance and GP Committee meeting</td> <td>Budget Review Working Group</td> <td>Review Initial Projections</td> </tr> <tr> <td>Mon 15 Nov 2021 – 6.00pm</td> <td>Budget Review Working Group</td> <td>Review Base Budget</td> </tr> <tr> <td>Wed 24 Nov 2021 – 7.00pm</td> <td>Full Council</td> <td>Review Latest Information</td> </tr> <tr> <td>Wed 08 Dec 2021 – 6.00pm</td> <td>Budget Review Working Group</td> <td>Review Latest Information</td> </tr> <tr> <td>Wed 5 Jan 2022 – 6.00pm</td> <td>Budget Review Working Group</td> <td>Finalise Proposals</td> </tr> <tr> <td>Wed 19 Jan 2022 – 7.00pm</td> <td>Full Council</td> <td>Agree 2022/23 Budget</td> </tr> </tbody> </table> <p>Original proposed date for 15 November meeting was Wednesday 10 October</p>		2022/23 Budget Process – Work Schedule/Timetable			Date	Group	Purpose	Wed 27 Oct 2021 – 6.00pm Following Finance and GP Committee meeting	Budget Review Working Group	Review Initial Projections	Mon 15 Nov 2021 – 6.00pm	Budget Review Working Group	Review Base Budget	Wed 24 Nov 2021 – 7.00pm	Full Council	Review Latest Information	Wed 08 Dec 2021 – 6.00pm	Budget Review Working Group	Review Latest Information	Wed 5 Jan 2022 – 6.00pm	Budget Review Working Group	Finalise Proposals	Wed 19 Jan 2022 – 7.00pm	Full Council	Agree 2022/23 Budget
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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.

FGP007/21

7. Dates of Future Scheduled Meetings

Date	Committee/Council	Time	Venue
Wednesday 24 November 2021	Full Council	7pm	New Hartley Community Centre
Wednesday 8 December 2021	Finance and General Purposes Committee	6pm	Seaton Delaval Council Offices
Wednesday 19 January 2022	Full Council	7pm	Seaton Delaval Council Offices

There being no other business on the Agenda, the meeting closed at 6.20pm

Signed by the Chair: _____

Dated: _____