

OFFICER: Rochelle Halliday, Executive Officer
DATE: 15th February 2024
MEETING: Policy & Finance 21st February 2024
SUBJECT: Item 11 - Executive Officer's Report

1. Grant Applications (Item 6b.)

Transfer of £2,084 surplus funds allocated to the Coronation event to a new control account for the prospective Music on The Views 2024 event

The Council agreed to allocated £5,000 to support the Coronation events in 2023. After the other financial support gathered for the event was used, not all of the Council's contribution was required to balance the event budget.

It is proposed that this surplus amount of £2,084 is transferred to a new control account to support the prospective Music on The Views event in August 2024.

Transfer of available funding from the 110 Grants cost centre to the prospective Music on The Views 2024 event control account

The agenda also includes a proposal to transfer any remaining funds from the 110 Grants cost centre, currently £2,034, to support the prospective Music on The Views event. This is proposed subject to there being no further grant applications received for the current financial year.

For both items above, there are no additional budgetary implications on the proposals. The proposal is included in the projected income and expenditure figures presented at this meeting.

If the Music on The Views event does not go ahead, the Committee can reallocate the funds to another project.

RECOMMENDATIONS

- a) To approve the transfer of £2,084 surplus funds allocated for the Coronation event to a new control account for the prospective Music on The Views event 2024.
- b) To approve the transfer of £2,034 of available funding from the 110 Grant cost centre to the prospective Music on The Views 2024 event control account, subject to there being no further grant requests received for the financial year.

2. The Harlington Development – Evaluating the Impact on Operations (Item 8.)

It is proposed that a Working Group from the Committee should be set up to evaluate the financial and operational impact of the proposed development of The Harlington.

Before the project commences, the Council will need to plan for underlying changes to financial management, the impact on staffing and consider additional risk management controls. Some of these topics will cross over with the responsibilities of other Committees and the Council.

With the Working Group, Officers can prepare more detailed financial information, which may include three year budget planning to cover contingencies for both the development and general operations.

Once set up, the Working Group will draft terms of reference for Council approval.

RECOMMENDATION

To approve setting up a Working Group as proposed, that will make the appropriate recommendations to the Committee and Council, as required.

3. Fleet Repair Café (Item 9.)

The Fleet Repair Café is due to launch on 6th April 2024 at The Harlington. The final arrangements are in the process of being made.

Although the Council has set up the Café, a small charity is to be formed from the community to run the Café. This will ideally be set up before the launch date, or shortly afterwards.

The Committee is asked to consider providing space at The Harlington for the Fleet Repair Café to operate, free of charge. This could be treated in the same way as other rent waivers, with the cost in this case being funded from the Climate Change budget at an amount equal to the cost of hire (approximately £80 per monthly session).

It is to be noted that once the Café is independent, it will most likely need to apply for grant funding to cover the cost of insurance.

RECOMMENDATION

To approve the request.

4. Asset Register Update

Officers have completed a full cross-check of physical assets against the asset register listing. There were a number of technical equipment items found not to be on the asset register, and these have now been added.

Assets are being marked with a reference number to correspond with the asset register in the finance system.

A further review is currently taking place to assess whether very small value items can be combined or removed from the asset register, on the recommendation of the internal auditor.

The full asset register will be reported to the next meeting of the Committee.

5. VAT Refund for Sports Charges

HMRC has issued a refund on the VAT levied on sports lettings, during the period 2019 to 2023, of £9,500, as per the previous VAT ruling.

Many Councils are reinvesting their VAT refunds to improve sports facilities, and therefore potential projects will be discussed at the next RLA Committee.