



## Finance Committee Meeting Minutes for Tuesday 21 September 2021

### FC 17 / 21 Attendance and apologies

Attendance: Cllr Booth (Chairman), Cllr Buxton, Cllr Evans, Cllr Pike

In Attendance: R Davies (Clerk and RFO)

There were no members of the public present.

There were no declarations of interest for items on the agenda.

### FC 18 / 21 To review minutes of the meeting 13 July 2021.

**RESOLUTION:** That the minutes of the meeting 13 July 2021 were approved.

#### **Matters Arising:**

The insurance payment has been confirmed as £3,100 with compensation only paid whilst the community room was closed.

Cllr Pike informed the committee that she had prepared her proposals on the AGAR process review and Investment strategies. The Clerk informed her that these should be sent to prior to the meeting to allow all members to review and if sent to the Clerk may be considered in the next finance committee meeting.

### FC 19 / 21 Public Adjournment

There were no members of the public present, therefore the Chairman proceeded with the meeting.

### FC 20 / 21 Council Finance reports

The Clerk provided a full review of the council budget and reported against Year-to-Date figures. This included a new format of report (appended to these minutes) which would be reviewed by the committee chairman for future amends.

See appendix.

### FC 21 / 21 Financial Regulations

The committee reviewed the financial regulations as prepared by Cllr Booth and the Clerk. Amends were made during the review and the final draft will be reviewed at the Finance Committee meeting on the 12 October prior to being brought to council on the 27 October.

### FC 22 / 21 Scheme of Delegation decisions and council resolutions with financial implications

The committee received an update in relation to the provision of an ongoing library service for financial implications with no start date yet provided by RBWM, which therefore reduces the financial obligation of the council in the current budget year.

The committee received an update on the Scheme of Delegation decision for the chalet summer operation and noted the profit from the 7-week project as circa £760, which will be confirmed in the September accounts.

## FC 23 / 21 To receive expenditure request in relation to the Christmas Event

The committee reviewed a spending proposal for additional Christmas lights and approved the proposal to be brought to council as S106 Public Art expenditure.

## FC 24 / 21 Dates of the upcoming meetings

The next meeting date is 12 October at 1:30pm.

The meeting closed at 4:10 pm.

101 – Administration				
Code	Item Description	Budget	Variance - YTD %	Comments
4021	Telephone and Fax	£ 1,800.00	4%	Estimated year end - £1,934
				£134 higher than budget due to increased costs notified after budget set
4024	IT Costs and Support	£ 6,000.00	27.20%	Budget included 3 <sup>rd</sup> party support contract not yet confirmed
4026	Subscriptions	£ 2,525.00	34%	Not a phased budget and subscriptions predominantly pay in the first 6 months of the budget
4050	Bank Charges	£ 350.00	7.50%	Higher number of transactions in year due to higher incomes = higher charges
				Estimated year end of 450 balanced by higher incomes
	Plus, transfer from EMR	£ 159.00		Signage for Recreation Ground charged against S106 Public Art
102 – Democratic Process				
Code	Item Description	Budget	Variance - YTD	Comments
4033	Parish Newsletter	£ 1,300.00	3%	Not linear – some months are 2 pages, some none
4034	Parish Website	£ 750.00	41%	Work on website due to start once DC in place
4201	Chairman’s Activities	£ 500.00	41%	Free Fund to be used as and when
4202	Annual Parish Meeting	£ 250.00	41%	No meeting yet planned
4211	Election Expenses	£ 2,000.00	41%	No Election planned
4231	Community Action	£ 1,200.00	41%	No work planned currently

202 - Recreation Ground				
Code	Item Description	Budget	Variance - YTD	Comments
1011	Rent Received - Field	£ 1,000.00	41%	No billing to date
				BMF now billing retrospectively - projected income to year end £1,080
4006	Other Cover	£ 4,500.00	17%	Will balance at year end
4007	Health and Safety	£ 2,100.00	23%	Playground Quarterly inspections delayed due to resource - restarting October 2021
4038	Tree Maintenance	£ 1,000.00	41%	Work as and when - likely to be Autumn expenditure
4040	Dog Bin Emptying	£ 1,300.00	9%	New contract with Shorts due to bankruptcy of previous supplier will mean a year end figure of £2,000
4042	Grounds Maintenance	£ 3,000.00	9%	Autumn work usual therefore budget running as usual
4043	Equipment Maintenance	£ 5,600.00	31%	Autumn work usual therefore budget running as usual - Grounds equipment maintained over winter
4044	Equipment Hire	£ 500.00	31%	Associated with winter maintenance work
4045	Equipment and Small Tools	£ 600.00	6%	Associated with winter maintenance work
4046	Vehicle Repairs and Maint	£ 300.00	41%	Annual service due January / February
4047	Vehicle Tax and Insurance	£ 700.00	41%	Insurance March, Tax 6 monthly Sept and March

203 - Cemetery				
Code	Item Description	Budget	Variance - YTD	Comments
1031	Cemetery Income	£ 9,000.00	41%	Ashes burials post poned by families during COVID are now being carried out
1032	Headstones	£ 1,000.00	37%	Families now making plans post COVID restrictions
1033	Grant of Rights	£ 10,000.00	39%	Pre-Purchases increased
4006	Other Cover	£ 1,000.00	14%	Winter maintenance will balance out
4012	Water Rates	£ 150.00	17%	As billed
4037	Grave Services	£ 3,550.00	5%	Linked to cemetery income which is 41% above budget so this is a positive
4038	Tree Maintenance	£ 300.00	41%	Hedge work completed and paid in September
4042	Grounds Maintenance	£ 14,000.00	19%	Seasonal work on mowing for Kiln Lane and Holy Trinity - both running to planned budget expenditure
4064	Legal and Professional Fees	£ 500.00	41%	Contingency not required to date
204 - Allotments				
Code	Item Description	Budget	Variance - YTD	Comments
1010	Rent Received	£ 2,000.00	41%	Rents due on 1 March 2022
4012	Water Rates	£ 500.00	14%	Bill due for summer watering
4020	Misc Expenses	£ 150.00	EMR	Plot markers as per S106 project
4038	Tree Maintenance	£ 300.00	41%	Autumn work planned

4042	Grounds Maintenance	£ 1,000.00	EMR	Plot marker S106 project
	Plus, transfer from EMR	£ 975.00		Plot marker project
<b>205 - Tennis</b>				
<b>Code</b>	<b>Item Description</b>	<b>Budget</b>	<b>Variance - YTD</b>	<b>Comments</b>
1012	Tennis Court Electricity	£ 300.00	41%	Lights required in Autumn Winter, therefore income received in the 2nd half of budget year
1021	Tennis Court Membership	£ 7,500.00	33%	Income received to end of August - Additional £5,245 taken to date in Sept
1022	Tennis Court P&P	£ 7,000.00	9%	May balance, is directly affected by membership numbers and court availability
1023	Tennis Court Coaching	£ 8,500.00	26%	Increased due to demand and directly affects court availability for P&P
1040	Sponsorship	£ 500.00	41%	To be reviewed 2nd half of year
4014	Electricity	£ 200.00	41%	Still running a credit from 2020
4023	Printing and Stationery	£ 400.00	21%	Printing cost reduced due to use of Club tags rather than printed memberships
4026	Subscriptions	£ 330.00	41%	LTA Annual Subscription due October
4043	Equipment Maintenance	£ 2,000.00	10%	Lighting - more required in October
<b>206 - Pavilion Toilets</b>				
<b>Code</b>	<b>Item Description</b>	<b>Budget</b>	<b>Variance - YTD</b>	<b>Comments</b>
4016	Cleaning Costs	£ 1,200.00	101%	High due to cover for Park Keeper for 2 months of role vacancy
				Balanced by underspend on 4006 - salaries
4017	Cleaning Supplies	£ 1,200.00	9%	Utilising supplies from 2020 21 when park closed due to COVID

207 - Facilities				
Code	Item Description	Budget	Variance - YTD	Comments
1010	Rent Received - Comm Room	£ 10,000.00	13%	Regular Hirers back after COVID
1013	Rent Received - Chalet	£ 2,400.00	41%	Not yet confirmed what the Autumn hire will be - profit on Summer Operation will offset some of this loss
1014	Rent Received - Flat	£ 15,000.00	11%	Lower than planned
4006	Other Cover	£ 2,000.00	19%	Autumn Winter decorating and maintenance
4007	Health and Safety	£ 400.00	20%	Pat Testing and Fire due
4014	Electricity and Gas	£ 1,900.00	9%	To monitor
4041	Property Maintenance	£ 2,000.00	27%	Autumn Winter decorating and maintenance
208 - Heritage Assets				
Code	Item Description	Budget	Variance - YTD	Comments
4006	Other Cover	£ 1,000.00	26%	More work Autumn and Winter
4041	Property Maintenance	£ 500.00	41%	No work planned
4042	Grounds Maintenance	£ 500.00	277%	Planter project - EMR Funded
4043	Equipment Maintenance	£ -		£135 to date for bus shelter cleaning - £36 per month
4221	Village Clocks	£ 500.00	41%	Annual Maintenance due November for Jubilee Clock
	Plus, transfer from EMR	£ 1,250.00		Planter project - EMR Funded

<b>209 - COVID</b>				
<b>Code</b>	<b>Item Description</b>	<b>Budget</b>	<b>Variance - YTD</b>	<b>Comments</b>
All budget lines underspent due to 'business as usual' at present				
<b>301 - Village Hall</b>				
<b>Code</b>	<b>Item Description</b>	<b>Budget</b>	<b>Variance - YTD</b>	<b>Comments</b>
1005	Service Income	£ 18,056.00	16%	Paid Qtly in arrears - 2nd quarter due 30 Sept
<b>303 - Borough in Bloom</b>				
<b>Code</b>	<b>Item Description</b>	<b>Budget</b>	<b>Variance - YTD</b>	<b>Comments</b>
1040	Sponsorship Income	£ 1,750.00	28%	Summer baskets higher income than winter baskets
4039	In Bloom Expenses	£ 7,000.00	34%	Summer basket expenses therefore higher
<b>304 - Christmas</b>				
<b>Code</b>	<b>Item Description</b>	<b>Budget</b>	<b>Variance - YTD</b>	<b>Comments</b>
All budget lines currently underspent by 41% as this is an event which invoices November - January				
<b>305 - S137</b>				
<b>Code</b>	<b>Item Description</b>	<b>Budget</b>	<b>Variance - YTD</b>	<b>Comments</b>
Cost Centre used end of year for Income and Expenditure reporting purposes				



306 - Snack Shack				
Code	Item Description	Budget	Variance - YTD	Comments
1306	Snack Shack Income	£ -		£4683 income received to end of August 2021 - £1683 to add for Sept
4001	Salaries	£ -		£2595 in total - £454 to add for Sept - lower than estimated due to closure for rain
4306	Snack Shack Expenditure	£ -		£2836 total - £507 to add for Sept
Forecast figures show a profit of £768 after all expenses during a poor summer				
901 - Parish Projects				
Code	Item Description	Budget	Variance - YTD	Comments
4905	CP	£ 3,000.00	260%	Projects - See EMR Line
4906	Revenue Projects	£ 3,000.00	41%	None planned to date
	Plus, transfer from EMR	£ 2,000.00		From CIL for ANPR Camera
	Plus, transfer from EMR	£ 6,708.00		From S106 Open Space for Planter Benches
Annual Totals				
Code	Item Description	Budget	Variance - YTD	Comments
	Net Income over Expenditure	£ 54,217.00		This is a false figure as the system does not include the £1,500 transfer from EMR and the £59,934 to EMR as budgeted
				The Budget set is for an in-year deficit of (£4217)