



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Monday November 2nd 2020 starting at 11am.

Attendees:-

Voting:- Cllrs Simon Lucas (Chair); Steve Herra; Graham Chillcott; Sylvia Wiggins

Non Voting:- Mr. David Rigby – Clerk and RFO

A G E N D A (with notes of discussion)

1. **Apologies for absence**
None
2. **Declarations of Interest**
None
3. **Review of notes of previous meeting (September 22nd 2020)**
All present were happy that notes of the previous meeting were accurate
4. **Initial consideration of the 2021/22 Budget**
RFO ran through prepared report (attached as Item 4 report) detailing his rationale for the proposed budgets. Each line of proposed budgeted spend was discussed with changes made at the suggestion of the members of the Finance Advisory Committee and with consideration of expected Parish Council projects requiring funding in 2021/22. An overall initial budget of £23,360 (£1,156 or 4.7% reduction on 2020/21 budget) was arrived at (attached as Item 4 report revised). This will be reviewed again at the next Finance Advisory Committee meeting and then presented to Council with a recommendation for approval at the December 8th 2020 Council meeting.
5. **Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee**
None.
6. **Agree date for next meeting (provisionally set for Tues Nov 24th 2020, 11am)**
Date and time agreed as above

Meeting closed at 12.47pm

ITEM 3



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Tuesday September 22nd 2020 starting at 10am.

Attendees:-

Voting:- Cllrs Simon Lucas (Chair); Steve Herra; Graham Chillcott; Sylvia Wiggins

Non Voting:- Mr. David Rigby – Clerk and RFO

A G E N D A (with notes of discussion)

1. **Apologies for absence**
None
2. **Declarations of Interest**
None
3. **Review of notes of previous meeting (June 23rd 2020)**
All present were happy that notes of the previous meeting were accurate
4. **Review of the report prepared by the Responsible Financial Officer of expected income and expenditure against the approved budget for the six months to September 30th 2020.**
RFO ran through prepared report (attached) and confirmed no areas of concern at this time. Members of the AC voted to accept the report, all in favour.
5. **Consideration of any recommendations from the RFO of suggested virements between budget lines as required to be recommended to Council**
RFO advised (report attached) that he considered no virements required, review again against Q3 report. Noted by members
6. **Initial guidance from the RFO regarding additional allocation from General Reserves of funds to be used for grants made under Local Government Act 1972, Section 137(1).**
RFO read through prepared report (attached). Members felt that Council Grants Policy should be reviewed before considering whether Grants budget should be increased. This was proposed by Cllr. Herra, seconded by Cllr, Wiggins, all in favour
Action – RFO to supply AC members with details of recent applications (approved and declined) and a copy of the Council's current Grants Policy to assist a review.
7. **Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee**
SL asked members to note that an issue with the "Benches project" might result in need for a further allocation of budget. Update will come forward in due course.
8. **Agree date for next meeting (provisionally set for Tues Oct 27th, 11am)**
Date and time agreed as above

Meeting closed at 10.24am

COPYTHORNE PC - FINANCE ADVISORY COMMITTEE - MONDAY NOVEMBER 2ND 2020

ITEM 4 - Initial consideration of Budget for 2021-22

EXPENDITURE	2020-21			NOTES FOR 2020-21	2021-22 BUDGET	2021-22 UPLIFT
	BUDGET £	PRECEPT £	SPEND ? £			
1.Clerk's Costs						
Salary	8,200	8200	8200	On track with scope for Clerks 2020 Pay Review	8650	5.5
Room Allowance	216	216	216	On track	250	15.7
Mileage	240	240	175	Underspent, due to COVID travel restrictions	240	0.0
Payroll	150	150	150	On track	150	0.0
Section Total	8,806	8806	8741	Overall on track with no concerns	9290	5.5
2.Office Costs						
Gen Office Admin	100	100	100	Expected to be used by end of financial year	100	0.0
Office Phone	200	200	175	Slightly underspent, modest surplus possible at year end	200	0.0
IT Equip (* £100 to licences)	150	150	0	No purchases have been needed at this time	150	0.0
Virus Protection	40	40	40	Malware Bytes subscription - Nov 2020	40	0.0
Data Protection	35	35	35	ICO Fee - Oct 2020	35	0.0
Software Licenses	100	100	100	Circa £100 will be required for MS Office, covered within section	100	0.0
Section Total	625	625	450	May be small surplus at year end if no IT equipment costs incurred	625	0.0
3.General Admin						
Parish Hall Room Hire & BB	420	420	200	Underspent, scope for annual Zoom licence fee to be paid	400	-4.8
Stationery/Postage/Printing	300	300	150	Underspent, may still be slightly so at year end	250	-16.7
Newsletter	550	550	400	Underspent, allowed for four page issues not yet needed	400	-27.3
Stanley's Own	150	150	150	Will be used in 4th quarter of financial year	150	0.0
Advertising	100	100	100	Will be used for PDS leaflet	100	0.0
Annual Parish Meeting	50	50	3	Not needed in 2020/21 due to cancellation of APM	50	0.0
Defib Consumables	175	175	175	Will be used in 3rd quarter of financial year	175	0.0
Website	400	400	420	Slight increase over expected costs	450	12.5
Section Total	2,145	2145	1598	Overall expected to be below budget at year end	1975	-7.9
4.Subs/Mandatory/Grants						
HALC/NALC Subs	840	840	870	Slightly higher due to improved HR contract	900	7.1
SLCC Subs	140	140	126	£14 underspend on expected annual cost	140	0.0
NFDC GIS	105	105	105	Will be used in 3rd/4th quarter of financial year	105	0.0
Audit Fees	400	400	400	On budget	500	25.0
Insurance	680	680	679	On budget	700	2.9
Elections	250	250	250	Will be transferred to Designated Reserves before year end	250	0.0
Training	1,000	1000	500	HALC training Cllrs & Clerk's CILCA	750	-25.0
S137 Grants	250	250	250	Budgeted funds spent, probable tfr from Reserves needed in 4th qtr	250	0.0
Wreath	30	30	30	Will be used in 3rd quarter of financial year	30	0.0
Magazine Subs	50	50	36	No other spend planned, likely surplus of £14	50	0.0
Section Total	3,745	3745	3246	Expected to be underspent at year end	3675	-1.9
5.Misc						
Chair's Allowance	250	250	250	Not used yet	250	0.0
External Asset Maint.	250	250	250	Not allocated yet	250	0.0
Telephone Boxes	250	250	250	Will all be spent by year end	250	0.0
Splitwind Pond	550	550	550	Will be used in 3rd/4th quarter of financial year	550	0.0
Lengthsman CPC	1,000	1000	1000	Will be used in 3rd/4th quarter of financial year	1000	0.0
Section Total	2,300	2300	2300	All expected to be used by year end	2300	0.0
6.Playground						
RPII Operational Inspection	95.00	95	95	Will be spent by year end	95	0.0
RPII Annual Inspection	100.00	100	87	Spent	100	0.0
Maintenance Fund	200.00	200	200	Held in case of need	200	0.0
Longer term maintenance	500.00	500	500	Will be transferred to Designated Reserves before year end	500	0.0
Section Total	895.00	895	882	All expected to be used by year end	895	0.0
Other Items/Projects						
Grant Donation-Scout Refurb.	500.00	500	500	Will be paid over once 2nd half of Precept received in October	0	-100.0
Contingency Fund	500.00	500	500	Contingency to cover costs tfrd back from NFDC/HCC	500	0.0
Benches	1,000.00	1000	1000	Will be spent on Phase 2 of Parish Bench restoration project		-100.0 ???
Noticeboard	1,000.00	0	1000	Expected to be spent in 3rd/4th quarter of financial year		-100.0 ???
Village Signs	1,500.00	1000	1500	Will be spent in 3rd quarter of financial year	0	-100.0
Speed Device replacement	1,500.00	1500	1500	Will be transferred to Designated Reserves before year end		-100.0 ???
A N Other Project						#DIV/0! ???
Section Total	6,000.00	4500	6000	Currently expecting all to be spent with exception of contingency fund	500	-91.7
TOTAL	24,516.00	23,016.00	23,217.00	Overall spending remains below budget, probably £1k under	19,260.00	-21.4
INCOME	BUDGET	PRECEPT	RECEIPT?			
Precept	23,016	23,016	23016	All received		
VAT Refunds	0	0	1865	Not included in budget, relates to 2019/20 & 2020/21 H1 rebate		
Bank Interest	0	0	6	Not included in budget		
Transfers from Reserves	1,500	0	0	Will be trfd when required for noticeboards (£1k) & Signs (£0.5k)		
TOTAL	24,516	23,016	24887	Income received as planned, VAT refunds likely to move to reserves		

ITEM 4 - Initial consideration of Budget for 2021-22

REVISED VERSION FOLLOWING DISCUSSIONS AMONGST ADVISORY COMMITTEE MEMBERS

EXPENDITURE	2020-21			NOTES FOR 2021-22	2021-22	
	BUDGET	PRECEPT	SPEND ?		BUDGET	% CHANGE
1.Clerk's Costs	£	£	£			
Salary	8,200	8,200	8,200	Allows for Clerks 2020 & Part 2021 Pay Review	8,650	5.5
Room Allowance	216	216	216	Allows for HMRC increased "working from home" allowance	250	15.7
Mileage	240	240	175	No change from 2020-21 budget	240	0.0
Payroll	150	150	150	No change from 2020-21 budget	150	0.0
Section Total	8,806	8,806	8,741		9,290	5.5
2.Office Costs						
Gen Office Admin	100	100	100	No change from 2020-21 budget	100	0.0
Office Phone	200	200	175	No change from 2020-21 budget	200	0.0
IT Equip (* £100 to licences)	150	150	0	Allows for possible replacement	150	0.0
Virus Protection	40	40	40	No change from 2020-21 budget	40	0.0
Data Protection	35	35	35	No change from 2020-21 budget	35	0.0
Software Licenses	100	100	100	No change from 2020-21 budget	100	0.0
Section Total	625	625	450		625	0.0
3.General Admin						
Parish Hall Room Hire & BB	420	420	200	Based on likely return to using Parish Hall (post COVID-19)	400	-4.8
Stationery/Postage/Printing	300	300	150	Slight reduction based on reduced spend	250	-16.7
Newsletter	550	550	400	Reflects lower expectation on number of four page issues	400	-27.3
Stanley's Own	150	150	150	No change from 2020-21 budget	150	0.0
Advertising	100	100	100	No change from 2020-21 budget	100	0.0
Annual Parish Meeting	50	50	3	No change from 2020-21 budget	50	0.0
Defib Consumables	175	175	175	No change from 2020-21 budget	175	0.0
Website	400	400	420	Increase reflects increased workload for TLC (incl PDS work?)	550	37.5
Section Total	2,145	2,145	1,598		2,075	-3.3
4.Subs/Mandatory/Grants						
HALC/NALC Subs	840	840	870	Reflects expected HALC increase	900	7.1
SLCC Subs	140	140	126	No change from 2020-21 budget	140	0.0
NFDC GIS	105	105	105	Will be used in 3rd/4th quarter of financial year	105	0.0
Audit Fees	400	400	400	Reflects increase cost of External Audit	500	25.0
Insurance	680	680	679	Increased based on growing asset base	700	2.9
Elections	250	250	250	No change from 2020-21 budget	250	0.0
Training	1,000	1,000	500	Reduced spend for Clerk's training (& £200 tfr'd to Playground line)	550	-45.0
S137 Grants	250	250	250	Increased to reflect likely increase in S137 grant awards	500	100.0
Wreath	30	30	30	No change from 2020-21 budget	30	0.0
Magazine Subs	50	50	36	No change from 2020-21 budget	50	0.0
Section Total	3,745	3,745	3,246		3,725	-0.5
5.Misc						
Chair's Allowance	250	250	250	No change from 2020-21 budget	250	0.0
External Asset Maint.	250	250	250	No change from 2020-21 budget	250	0.0
Telephone Boxes	250	250	250	No change from 2020-21 budget (at this point)	250	0.0
Splitwind Pond	550	550	550	No change from 2020-21 budget	550	0.0
Lengthsman CPC	1,000	1,000	1,000	Increased slightly to reflect likely increase in flood prevention work	1,250	25.0
Section Total	2,300	2,300	2,300		2,550	10.9
6.Playground						
RPII Operational Inspection	95	95	95	No change from 2020-21 budget	95	0.0
RPII Annual Inspection	100	100	87	No change from 2020-21 budget	100	0.0
Maintenance Fund	200	200	200	No change from 2020-21 budget	200	0.0
Longer term maintenance	500	500	500	No change from 2020-21 budget	500	0.0
Playground Insp. Training				Tfr'd from main training budget for playground inspection training	200	#DIV/0!
Section Total	895	895	882		1,095	22.3
Other Items/Projects						
Grant Donation-Scout Refurb.	500	500	500	Three year commitment now ended	0	-100.0
Contingency Fund	500	500	500	Contingency to cover unexpected items (circa 3% of overall budget)	750	50.0
Benches	1,000	1,000	1,000	No change from 2020-21 budget	1,000	0.0
Noticeboard	1,000	0	1,000	No change from 2020-21 budget	1,000	0.0
Village Signs	1,500	1,000	1,500	Project concluded in 2020/21	0	-100.0
Speed Device replacement	1,500	1,500	1,500	£2000 should cover likely replacement	500	-66.7
Environmental Projects				Possible spend on promoting small projects	250	#DIV/0!
Parish Design Statement				Initial funding	500	#DIV/0!
Section Total	6,000	4,500	6,000		4,000	-33.3
TOTAL	24,516	23,016	23,217	Overall budgeted spend down 4.7% on 2021/22 budget	23,360	-4.7
INCOME	BUDGET	PRECEPT	RECEIPT?			
Precept	23,016	23,016	23,016	2021/22 precept increase of £344 (1.5% increase)	23,360	1.5
VAT Refunds	0	0	1,865	VAT Claim made in year of spend means lower figure for 2021/22	0	
Bank Interest	0	0	6	Not included in budget	0	
Transfers from Reserves	1,500	0	0	No tfr from Reserves required	0	
TOTAL	24,516	23,016	24,887	Precept up £344 (1.5%), Budgeted spending down £1,156 (-4.7%)	23,360	-4.7