



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Tuesday November 24th 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 (November 2nd 2020)**
All present were happy that the notes of the previous meeting were accurate
4. **To discuss and approve a recommendation to Council of the 2021/22 Budget.**
The RFO ran through the initial budget for 2020/21 produced following discussions at the previous meeting on November 2nd 2020. Members were happy that the budget totalling £23,360 required no adjustments and could now be presented to Council for approval on December 8th 2020
Proposed Cllr Herra, seconded Cllr. Chillcott. All present in favour.
5. **Agree date for next meeting (Provisionally set for Tues Dec 15th, 11am)**
Date and time agreed as above.
Additionally, the date and time for the next quarterly meeting was provisionally set for Friday February 19th 2021 at 11am
6. **Confidential Item – Staffing Matter referenced in confidential report dated November 19th 2020 referenced “SL 2”**
Prior to discussion of this item and pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, Cllr Lucas advised the meeting that because of the confidential nature of the business to be transacted the public should leave during the consideration of this item.
Proposed Cllr. Lucas, seconded Cllr. Chillcott. All present in favour
RESOLVED: The meeting was closed to the public and the Clerk/RFO left the meeting.

Cllr Lucas then presented the above report to Cllrs. Herra, Chillcott and Wiggins for approval.

Proposed Cllr. Lucas, seconded Cllr. Wiggins. All present in favour.

ACTION:- Cllr Lucas will prepare a further confidential report (referenced “SL3”) for presentation to Council for approval at its meeting on December 8th 2020.

Meeting ended at 11.47am

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 tr'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