



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Friday February 19th 2021 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 DRAFT notes of discussion)

1. **Apologies for absence** - None
2. **Declarations of Interest** - None
3. **Review of notes of previous meeting (Dec 15th 2020)** – All present were happy that the 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 ten months to January 31st 2021** – DR as RFO talked through the report that had previously been shared. No budget lines are of concern. Whilst overall year to date spending looks light (54% of annual budget) it must be remembered that many budget lines are in fact reserves for future year spending that will be transferred before year end. Also other areas of spending will occur during the remaining six weeks of the financial year. GC asked what the RFO thought would be left unspent at March 31st 2021. The RFO indicated that an exact figure could not be provided at this time but that he estimated the figure to be around £2,000.
5. **Review of the Internal Audit Review produced by Tim Light following a video conference call on February 10th 2021 (subject to receipt)** – DR as RFO talked through the review report that had been received from Tim Light (Internal Auditor) in the last few days. No areas of concern have been raised by Tim Light. All voting members of the Finance Advisory committee approved the report and thanked the RFO for his hard work in gathering together all the information Tim Light required. The report will be shared with Council for approval on March 9th 2021.
6. **Consideration of any recommendations from the RFO of suggested virements between budget lines as required to be recommended to Council** – DR as RFO advised that he consider no virements were necessary between individual budget lines. Any small areas of overspend were covered by underspends within the sections of the budget.
7. **Review of the RFO's report on the expected level of Council reserves as at January 31st 2021** – DR as RFO talked through the report that had been previously shared.

8. Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee –

1. GC asked whether as a parish council do we believe that our operations are such that we may wish to look at the overall amount of time we need to purchase for our administrative support and clerking services. SL advised that the Personnel & Governance Advisory Committee was the most appropriate Advisory Committee to initially consider this matter and that he - as Chairman of that Advisory Committee - would discuss the matter with the Clerk before reporting back to the Personnel & Governance Advisory Committee as a Confidential Item at its next meeting on April 22nd 2021. GC asked if the matter could be discussed sooner if it was felt necessary, SL confirmed that it could and would if necessary.
2. Funding for two new noticeboards. The Five Year Plan Advisory Committee that had met just before the Finance Advisory Committee had asked for confirmation that funding of £3,000 to £3,500 was available to cover the cost of two new noticeboards. The RFO confirmed that £2,000 of Designated Reserves and £1,000 of 2020/21 budget was directly available and additional funds could, if required, be taken from the 2019/20 District/County Councillor grant funds held for projects that remained in the Designated Reserves.

9. Agree date for next meeting – Friday May 28th 2021, 11am

The meeting closed at 11.34am

COPYTHORNE PARISH COUNCIL FINANCE ADVISORY COMMITTEE MEETING – TUESDAY FEBRUARY 19TH 2021

ITEM NO: 3 – Review of draft notes of previous meeting (December 15th 2020)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Tuesday December 15th 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 DRAFT notes of discussion)

1. Apologies for absence.

None

2. Declarations of Interest.

None

3. Review of notes of previous meeting (November 24th 2020)

All present were happy that the notes of the previous meeting were accurate

4. Noting of Council's decision regarding the Finance Advisory Committee's recommended budget for 2021/22 and any actions required.

Decision that Council supported the Finance Advisory Committee's recommended budget for 2021/22 of £23,360 was noted. No actions required

5. Consideration of the 2021/22 Precept request to New Forest District Council for approval by Council at it's meeting on January 12th 2021.

The Clerk/RFO read a report which included the following "That the Finance Advisory Committee recommends that Council approves the submission to NFDC of a 2021/22 Precept request of £23,360."

Resolved: That the recommendation be approved.

Proposed Cllr. Herra, Seconded Cllr. Chillcott, all voting members in favour. **APPROVED.**

ACTION: Clerk/RFO to prepare report for Council meeting on January 12th 2021

6. Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee.

None

7. Agree date for next meeting (Provisionally set for Friday February 19th 2021, 11am)

Date and time agreed as above

Meeting ended at 11.17am.

Clerk Costs / Office Costs											
Item	Clerk Salary	Office Allowance	Mileage	Payroll	Office Admin	Office Phone	IT Equip	Antivirus Software	DPA Licence	Software licences	Totals
Budget	8200.00	216.00	240.00	150.00	100.00	200.00	250.00	40.00	35.00	0.00	9,431.00
Q1 20/21	1994.49	54.00	18.00	36.00		48.29					
Q2 20/21	1994.49	54.00	29.25	36.00	7.42	40.94					
Q3 20/21	1994.49	54.00	41.85	36.00	65.92	42.83			35.00		
Q4 20/21	664.83	18.00	12.15	12.00		12.98					
Actuals	6648.30	180.00	101.25	120.00	73.34	145.04	0.00	0.00	35.00	0.00	7,302.93
% Spent	81%	83%	42%	80%	73%	73%	0%	0%	100%	#DIV/0!	77%
Overspend?	No	No	No	No	No	No	No	No	No	No	No

General Admin											
Item	Room Hire (incl BB)	Stationary Postage Print	Parish Newsletter	Stanleys Own Magazine	Advertising	Annual Parish Meeting	Defib supplies	Website			Totals
Budget	420.00	300.00	550.00	150.00	100.00	50.00	175.00	400.00			2,145.00
Q1 20/21	23.98	17.79	67.20					90.00			
Q2 20/21	35.97		100.80			2.92		150.00			
Q3 20/21	35.97	26.04	140.30	184.80				90.00			
Q4 20/21	11.99		33.60								
Actuals	107.91	43.83	341.90	184.80	0.00	2.92	0.00	330.00			1,011.36
% Spent	26%	15%	62%	123%	0%	6%	0%	83%			47%
Overspend?	No	No	No	Yes	No	No	No	Yes			No

Subscriptions/Mandatory/Grants											
Item	HALC/Nalc Subs	SLCC Subs	NFDC GIS	Audit Fees	Insurance	Elections	Training	S137 Grants	Wreath	Mag Subs	Totals
Budget	840.00	140.00	105.00	400.00	680.00	250.00	1000.00	250.00	30.00	50.00	3,745.00
Q1 20/21	870.09			45.87	678.78		10.00			36.00	
Q2 20/21		126.00		200.00			45.00	250.00			
Q3 20/21			104.17						20.00		
Q4 20/21											
Actuals	870.09	126.00	104.17	245.87	678.78	0.00	55.00	250.00	20.00	36.00	2,385.91
% Spent	104%	90%	99%	61%	100%	0%	6%	100%	67%	72%	64%
Overspend?	Yes	No	No	No	No	No	No	No	No	No	No

Misc & Playground											
Item	Chair's Allow	External Asset Maint	Telephone Box Maint.	Splitwind Pond	Lengthsman		RPII Op Insp	RPII Ann. Insp	Regular Maint	Longer Term Maint. Reserve	Totals
Budget	250.00	250.00	250.00	550.00	1000.00		95.00	100.00	200.00	500.00	3,195.00
Q1 20/21									14.13		
Q2 20/21		26.75	175.84					87.45			
Q3 20/21		95.83	33.60								
Q4 20/21											
Actuals	0.00	122.58	209.44	0.00	0.00		0.00	87.45	14.13	0.00	433.60
% Spent	0%	49%	84%	0%	0%		0%	92%	14%	0%	14%
Overspend?	No	No	No	No	No		No	No	No	No	No

Other & Projects											
Item	Scout Hut Grant	Contingency	Benches	Notice boards	Village Signs	New SID Fund					Totals
Budget	500.00	500.00	1,000.00	1,000.00	1,500.00	1,500.00					6,000.00
Q1 20/21											
Q2 20/21					1048.22						
Q3 20/21	500.00				450.00						
Q4 20/21											
Actuals	500.00	0.00	0.00	0.00	1498.22	0.00					1,998.22
% Spent	100%	0%	0%	0%	100%	0%					33%
Overspend?	No	No	No	No	No	No					No

COMMENTS RE AREAS OF OVERSPEND
 Stanleys Own £34.80 overspend is covered by underspend on Parish Newsletter
 Website Expected £20 overspend caused by web domain cost not budgeted for
 HALC/NALC £30 overspend will - by year end - be covered by underspends elsewhere in the category

Total Budget	24,516.00
Ex VAT Spend	13,132.02
% Spend to date (10 mth % should be 83%)	54%

Item	BUDGETED INCOME			UNBUDGETED INCOME				TOTAL
	NFDC Precept	Transfers from Reserves	Bank Interest	Dist./Cty. Cllr. Grants	VAT Refunds	Donation	Other	TOTALS
Budget	23,016.00	1,500.00	0.00	0.00	0.00	0.00	0.00	24,516.00
Q1 20/21	11,508.00	0.00	2.48	0.00	1,077.34	0.00	0.00	12,587.82
Q2 20/21	11,508.00	0.00	2.01	0.00	0.00	1061.50	0.00	12,571.51
Q3 20/21		0.00	0.58	1000.00	787.98	170.00	130.00	2,088.56
Q4 20/21			0.20				1832.00	1,832.20
Actuals	23,016.00	0.00	5.27	1,000.00	1,865.32	1,231.50	1,962.00	29,080.09

Projected in Budget for 2020/21	
Precept	23,016.00
Total Expenditure	24,516.00
Balance *	-1,500.00

* NOTE:- £1500 "overspend" of Expenditure over Precept is to be covered from planned drawdown of reserves
 VAT refund from 2019/20 of £1077.34 should avoid need to call on general reserves for overspends.

RESERVES 2020-2021 (as at January 31 2021)

DESIGNATED RESERVES	ACTUAL AT 01/04/2020	USED IN 2020-21	ADDED IN 2020-21	ACTUAL AT 31/01/2021	NOTES
Donated Funding for Adopted Phone Boxes	400.00	-200.00		200.00	Donation - Long term project, expect to use in 2020/21
Parish Council Playground Fund	2500.00			2500.00	"Sinking Fund" for equipment replacement, growing annually
Bench Maintenance/Replacement	392.34	-200.00		192.34	Will be used in 2020/21
Parish Hall External Games Area	2000.00			2000.00	Held for expected future refurbishment
I T Equipment Replacement	200.00			200.00	To be re-built at £250pa from 2020/21
Waste Bins	500.00			500.00	For possible future acquisition of additional bin
Elections	1400.00			1400.00	To be rebuilt at £250 pa from 2020/21
Parish Noticeboards Replacement	2000.00			2000.00	Probable spend in 2020/21
Speedwatch device	0.00			0.00	£1500 to be added from 2020/21 budget
Village Signs - Phase 1	1100.00	-1100.00		0.00	Used to pay for posts & installation as agreed
Lengthsman Scheme	2000.00			2000.00	To be held in case of loss of HCC funding in future years
Clerk's CiLCA Training Costs	500.00			500.00	Expected to be spent in 2020/21
CCG donation for playwall maintenance	544.42			544.42	Spend as works undertaken
FOCP donation for playground	129.04			129.04	Spend as works undertaken
Dist & County Cllr Grants held for projects	2600.00	-500.00		2100.00	To be allocated across Benches and Village Signs projects
Village Signs - Phase 2	0.00	-450.00	500.00	50.00	£500 allocated from DC & CC grants above
SUB TOTAL	16265.80	-2450.00	500.00	14315.80	

UNALLOCATED RESERVES	ACTUAL AT 01/04/2020	USED IN 2020-21	ADDED IN 2020-21	@ 31/1/21	NOTES
Surplus funds held for general purposes	8191.33			8191.33	Balance between Designated reserves & Year End Bank Bals **
SUB TOTAL	8191.33			8191.33	** £100 allocated to Bartley sign refurb - UNUSED AS AT 31/1/21

TOTAL RESERVES **24457.13**

SENSE CHECK (Bank Acct Bals @ 31/1/21) **22507.13**

ADDITIONAL NOTES
** General Reserve = circa 1/3rd of annual spending