



DRAFT NOTES

COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday September 16th 2021 starting at 11am.

Attendees:

Voting:- Cllrs Graham Chillcott; Steve Herra; Jackie Rhodes; Sylvia Wiggins

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

A G E N D A (and DRAFT notes of discussions)

1. **Apologies for absence** - None
2. **Declarations of Interest** - None
3. **Review of notes of previous meeting (May 28th 2021)** – All present were happy that the notes of the previous meeting were accurate
4. **Update on AGAR 2020/21 Outcome** – DR advised that PKF Littlejohn LLP (the external auditors) had signed off the AGAR with no comments or observations. The Notice of Conclusion of Audit dated August 31st 2021 was added to our website and noticeboards on September 1st 2021. The members of the AC thanked the RFO for his hard work on achieving this outcome for the third year in succession.
5. **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 2021** – DR (as RFO) presented this report and talk AC members through the details. He confirmed that there are no concerns on any of the budget lines. He will be delivering a report to the Council meeting on October 12th 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 there are no virements required at this time.
7. **Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee** - None
8. **Agree date for next meeting** – Friday December 3rd 2021, 11am

The meeting closed at 11.32am

COPYTHORNE PARISH COUNCIL – FINANCE ADVISORY COMMITTEE – SEPT 16TH 2021

ITEM 3 – REVIEW OF DRAFT NOTES OF PREVIOUS MEETING (MAY 28TH 2021)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Friday May 28th 2021 starting at 11am.

Attendees:-

Voting:- Cllrs Graham Chillcott; Steve Herra; Jackie Rhodes; Sylvia Wiggins

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

A G E N D A (with DRAFT notes of discussions)

1. **Election of a Chairman** - Cllr. Graham Chillcott was approved as Chairman by the three voting members present
2. **Apologies for absence** – Cllr. Jackie Rhodes did not join the meeting until Item 5 due to technical difficulties
3. **Declarations of Interest** - None
4. **Review of notes of previous meeting (Feb 19th 2021)** – All present were happy that the notes of the previous meeting were accurate
5. **Update on AGAR 2020/21 Processes. (DR)** – The Clerk/RFO read through the prepared report. All members were happy with the content. The report will be presented to Council for noting at its June 8th 2021 meeting
6. **Review of the report prepared by the Responsible Financial Officer of income and expenditure against the approved budget for the two months to May 31st 2021. (DR)** - The Clerk/RFO read through the prepared report. All members were happy with the content.
7. **Review of the Council's insurance renewal due on June 8th 2020. (DR)** - The Clerk/RFO read through the prepared report. All members were happy with the content, an abridged version of which will be included in the "Clerk's Report" to Council for the June 8th 2021 meeting
8. **Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee** - None
9. **Agree date for next meeting** - Friday September 3rd 2021, 11am (Provisional)

ITEM 5 - BUDGET MONITORING 2021/22 (6 MTHS TO 30/09/21)

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	8650.00	250.00	240.00	150.00	100.00	200.00	150.00	40.00	35.00	100.00	9,915.00
Q1 20/21	2060.01	54.00	60.75	32.49	18.99	45.07	0.00	0.00	0.00	0.00	
Q2 20/21	2060.01	54.00	51.30	32.49	0.00	44.57	0.00	0.00	0.00	0.00	
Q3 20/21											
Q4 20/21											
Actuals	4120.02	108.00	112.05	64.98	18.99	89.64	0.00	0.00	0.00	0.00	4,513.68
% Spent	48%	43%	47%	43%	19%	45%	0%	0%	0%	0%	46%
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	400.00	250.00	500.00	150.00	100.00	50.00	175.00	550.00			2,175.00
Q1 20/21	35.97	9.96	112.40	0.00	0.00	0.00	0.00	135.00			
Q2 20/21	140.97	0.00	135.60	0.00	0.00	3.50	0.00	135.00			
Q3 20/21											
Q4 20/21											
Actuals	176.94	9.96	248.00	0.00	0.00	3.50	0.00	270.00			708.40
% Spent	44%	4%	50%	0%	0%	7%	0%	49%			33%
Overspend?	No	No	No	No	No	No	No	No			No

Subscriptions/Mandatory/Grants											
Item	HALC/Naic Subs	SLCC Subs	GIS / Map software	Audit Fees	Insurance	Elections	Training	S137 Grants	Wreath	Mag Subs	Totals
Budget	900.00	140.00	105.00	500.00	700.00	250.00	550.00	500.00	30.00	50.00	3,725.00
Q1 20/21	698.99	0.00	0.00	150.00	731.54	0.00	118.62	0.00	0.00	36.00	
Q2 20/21	192.00	144.00	0.00	200.00	0.00	0.00	393.44	200.00	0.00	0.00	
Q3 20/21											
Q4 20/21											
Actuals	890.99	144.00	0.00	350.00	731.54	0.00	512.06	200.00	0.00	36.00	2,864.59
% Spent	99%	103%	0%	70%	105%	0%	93%	40%	0%	72%	77%
Overspend?	No	No	No	No	Yes	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	Visual Inspection Training	Totals
Budget	250.00	250.00	250.00	550.00	1250.00		95.00	100.00	200.00	500.00	200.00	3,645.00
Q1 20/21	0.00	0.00	0.00	0.00	0.00		0.00	0.00	35.08	0.00	0.00	
Q2 20/21	0.00	25.25	243.36	0.00	0.00		0.00	87.45	0.00	0.00	200.00	
Q3 20/21												
Q4 20/21												
Actuals	0.00	25.25	243.36	0.00	0.00		0.00	87.45	35.08	0.00	200.00	591.14
% Spent	0%	10%	97%	0%	0%		0%	92%	35%	0%	100%	16%
Overspend?	No	No	No	No	No		No	No	No	No	No	No

Other & Projects											
Item	Contingency	Benches	Notice boards	New SID Fund	Enviro projects	PDS					Totals
Budget	650.00	1,000.00	1,000.00	500.00	250.00	500.00					3,900.00
Q1 20/21	0.00	52.08	23.26	0.00	0.00	0.00					
Q2 20/21	0.00	0.00	47.03	0.00	50.00	0.00					
Q3 20/21											
Q4 20/21											
Actuals	0.00	52.08	70.29	0.00	50.00	0.00					172.37
% Spent	0%	5%	7%	0%	20%	0%					4%
Overspend?	No	No	No	No	No	No					No

COMMENTS RE AREAS OF OVERSPEND		Total Budget	23,360.00
Insurance	£31.54 overspend due to increased level of Street Furniture Assets.	Ex VAT Spend	8,850.18
SLCC Subs	£4.00 overspend covered by underspend on HALC/NALC Subs	% Spend to date (6 mth % should be 50%)	38%

BUDGETED INCOME		UNBUDGETED INCOME						TOTAL
Item	NFDC Precept	Transfers from Reserves	Bank Interest	Dist./Cty. Cllr. Grants	VAT Refunds	Donation	Other	TOTALS
Budget	23,360.00	0.00	0.00	0.00	0.00	0.00	0.00	23,360.00
Q1 20/21	11,680.00		0.68					11,680.68
Q2 20/21			0.74					0.74
Q3 20/21								0.00
Q4 20/21								0.00
Actuals	11,680.00	0.00	1.42	0.00	0.00	0.00	0.00	11,681.42

Projected in Budget for 2021/22	
Precept	23,360.00
Total Expenditure	23,360.00
Balance	0.00