



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Friday December 3rd 2021 starting at 11am.

In accordance with the Local Government Act 1972 (s.100) the public are able to attend and observe meetings of the Finance Advisory Committee but do not have the right to participate (unless invited to do so by the Chairman of the meeting).

Attendees:

Voting:- Cllrs Graham Chillcott (Chair); Steve Herra; Jackie Rhodes; 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 (September 16th 2021)

All present were happy that the notes of the previous meeting accurately reflected the discussions.

4. To discuss and approve a recommendation to Council of the 2022/23 Budget.

The RFO presented an initial draft of the 2022/23 Budget which was discussed line by line by the Advisory Committee members. Some small amendments to allow for expected inflation were suggested along with an additional budget line for a Parish Council Platinum Jubilee “memorial”. The amended budget totalling £24,615, an increase of £1,255 (equating to a 5.4% rise on 2021/22) was proposed by GC, seconded by SW, all voting members in favour. Copies of the initial and proposed budgets are attached.

ACTION – RFO to prepare a report recommending the budget for approval at the Council meeting on December 14th 2021.

5. Agree date for next meeting.

Friday March 4th 2022, 11am

6. Confidential Item – Staffing Matter in confidential report dated November 25th 2021 referenced “P&G/GC2

Following a motion to “exclude the press and public” in accordance with Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 proposed by GC, seconded by JR, all members in favour, the Clerk left the room and the above report was considered.

Acceptance of the recommendations was proposed by GC, seconded by JR, all members in favour.

ACTION – GC to prepare a report with the recommendations for approval at the Council meeting on December 14th 2021.

Meeting ended at 12.02pm

All recommendations needing to be submitted to Council for approval had been recorded in the notes.

COPYTHORNE PC - FINANCE AC MEETING – FRIDAY DECEMBER 3RD 2021

ITEM NO: 3 – Review of DRAFT notes of previous meeting (September 16th 2021)

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 PC - FINANCE ADVISORY COMMITTEE - FRIDAY DECEMBER 3RD 2021

ITEM 4 - To discuss and approve a recommendation to Council of the Budget for 2022-23

EXPENDITURE	2021-22			NOTES FOR 2022-23	2022-23 BUDGET	2022-23 UPLIFT
	BUDGET £	PRECEPT £	SPEND ? £			
1.Clerk's Costs						
Salary	8,650	8650	8400	Allows for Clerks 2021 Pay Review & potential increase in hours	9500	9.8
Room Allowance	250	250	220	Allow for HMRC increase in working from home allowance	250	0.0
Mileage	240	240	240	No change from 2021-22 budget	240	0.0
Payroll	150	150	150	No change from 2021-22 budget	150	0.0
Section Total	9,290	9290	9010		10140	9.1
2.Office Costs						
Gen Office Admin	100	100	100	No change from 2021-22 budget	100	0.0
Office Phone	200	200	200	No change from 2021-22 budget	200	0.0
IT Equip	150	150	150	No change from 2021-22 budget	150	0.0
Virus Protection	40	40	40	No change from 2021-22 budget	40	0.0
Data Protection	35	35	35	No change from 2021-22 budget	35	0.0
Software Licenses	100	100	100	No change from 2021-22 budget	100	0.0
Section Total	625	625	625		625	0.0
3.General Admin						
Parish Hall Room Hire & BB	400	400	400	Reflects Parish Hall rent plus Zoom Subscription	400	0.0
Stationery/Postage/Printing	250	250	150	No change from 2021-22 budget	250	0.0
Newsletter	400	400	400	Allows for additional pages and/or more copies	500	25.0
Stanley's Own Magazine	150	150	150	Reflects regular cost of 2 pages per month	200	33.3
Advertising	100	100	0		0	-100.0
Annual Parish Meeting	50	50	50	No change from 2021-22 budget	50	0.0
Defib Consumables	175	175	175	No change from 2021-22 budget	175	0.0
Website	550	550	600	Reflects possible increase over existing costs	600	9.1
Section Total	2,075	2075	1925		2175	4.8
4.Subs/Mandatory/Grants						
HALC/NALC Subs	900	900	891	Reflects expected increase	920	2.2
SLCC Subs	140	140	144	Allows for small increase in cost	150	7.1
NFDC GIS	105	105	105	Allows for cost if both Parish Map & Parish Online renewed	250	138.1
Audit Fees	500	500	500	No change from 2021-22 budget	500	0.0
Insurance	700	700	731	Reflects rising cost of insurance	800	14.3
Elections	250	250	250	No change from 2021-22 budget	250	0.0
Training	550	550	500	Small reduction on 2021-22 budget	500	-9.1
S137 Grants	500	500	500	No change from 2021-22 budget	500	0.0
Wreath	30	30	30	No change from 2021-22 budget	30	0.0
Magazine Subs	50	50	36	No change from 2021-22 budget	50	0.0
Section Total	3,725	3725	3687	Expected to be underspent at year end	3950	6.0
5.Misc						
Chair's Allowance	250	250	250	No change from 2021-22 budget	250	0.0
External Asset Maint.	250	250	250	No change from 2021-22 budget	250	0.0
Telephone Boxes	250	250	300	No change from 2021-22 budget	250	0.0
Splitwind Pond	550	550	550	No change from 2021-22 budget	550	0.0
Lengthsman CPC	1,250	1250	750	Reflects need to build up reserve to cover loss of HCC funding	1250	0.0
Section Total	2,550	2550	2100		2550	0.0
6.Playground						
RPII Operational Inspection	95	95	95	Small increase on 2021-22 budget	100	5.3
RPII Annual Inspection	100	100	87	Small increase on 2021-22 budget	100	0.0
Maintenance Fund	200	200	200	No change from 2021-22 budget	200	0.0
Longer term maintenance	500	500	500	No change from 2021-22 budget	500	0.0
Playground Insp. Training	200	200	200	No change from 2021-22 budget	200	0.0
Section Total	1,095	1095	1082		1100	0.5
Other Items/Projects						
Contingency Fund	750	750	250	Reflects under use in 2021-22	500	-33.3
Benches	1,000	1000	1000	Less work expected in 2021-22	500	-50.0
Noticeboard	1,000	1000	1000	Allows for replacement of final two noticeboards	1000	0.0
Speed Device replacement	500	500	500	Paid for in 2021-22	0	-100.0
Environmental Projects	250	250	150	Climate Change projects will ramp up in 2022/23	500	100.0
Parish Design Statement	500	500	500	Reflects need to build up reserves to support	500	0.0
Section Total	4,000	4000	3400		3000	-25.0
TOTAL	23,360.00	23,360.00	21,829.00		23,540	0.8
INCOME	BUDGET	PRECEPT	RECEIPT?			
Precept	23,360	23,360	23360	2022-23 Precept increase of £180 (0.8%)	23,540	0.8
Bank Interest	0	0	2	Not included in budget	0	0.0
Transfers from Reserves	0	0	0	No transfers from Reserves required	0	0.0
TOTAL	23,360	23,360	23362		23,540	0.6

David Rigby, RFO to Copythorne Parish Council, November 30th 2021

ITEM 4 - To discuss & approve a recommendation to Council of the Budget for 2022-23 [Amended 3/12/21 following discussion at Finance AC Meeting]

EXPENDITURE	2021-22			NOTES FOR 2022-23	2022-23	2022-23
	BUDGET	PRECEPT	SPEND ?		BUDGET	UPLIFT
	£	£	£			
1.Clerk's Costs						
Salary	8,650	8650	8400	Allows for Clerks 2021 Pay Review & potential increase in hours	9450	9.2
Room Allowance	250	250	220	Allow for HMRC increase in working from home allowance	300	20.0
Mileage	240	240	240	No change from 2021-22 budget	240	0.0
Payroll	150	150	150	No change from 2021-22 budget	150	0.0
Section Total	9,290	9290	9010		10140	9.1
2.Office Costs						
Gen Office Admin	100	100	100	Inflation uplift from 2021-22 budget	105	5.0
Office Phone	200	200	200	Inflation uplift from 2021-22 budget	210	5.0
IT Equip	150	150	150	Inflation uplift from 2021-22 budget	158	5.3
Virus Protection	40	40	40	Inflation uplift from 2021-22 budget	42	5.0
Data Protection	35	35	35	No change from 2021-22 budget	35	0.0
Software Licenses	100	100	100	Inflation uplift from 2021-22 budget	105	5.0
Section Total	625	625	625		655	4.8
3.General Admin						
Parish Hall Room Hire & BB	400	400	400	Reflects Parish Hall rent plus Zoom Subscription	420	5.0
Stationery/Postage/Printing	250	250	150	No change from 2021-22 budget	250	0.0
Newsletter	400	400	400	Allows for additional pages and/or more copies	500	25.0
Stanley's Own Magazine	150	150	150	Reflects regular cost of 2 pages per month	200	33.3
Advertising	100	100	0		0	-100.0
Annual Parish Meeting	50	50	50	No change from 2021-22 budget	50	0.0
Defib Consumables	175	175	175	No change from 2021-22 budget	175	0.0
Website	550	550	600	Reflects possible increase over existing costs	600	9.1
Section Total	2,075	2075	1925		2195	5.8
4.Subs/Mandatory/Grants						
HALC/NALC Subs	900	900	891	Reflects expected increase	920	2.2
SLCC Subs	140	140	144	Allows for small increase in cost	150	7.1
NFDC GIS	105	105	105	Allows for cost if both Parish Map & Parish Online renewed	250	138.1
Audit Fees	500	500	500	Inflation uplift from 2021-22 budget	525	5.0
Insurance	700	700	731	Reflects rising cost of insurance	800	14.3
Elections	250	250	250	No change from 2021-22 budget	250	0.0
Training	550	550	500	Small reduction on 2021-22 budget	500	-9.1
S137 Grants	500	500	500	No change from 2021-22 budget	500	0.0
Wreath	30	30	30	No change from 2021-22 budget	30	0.0
Magazine Subs	50	50	36	No change from 2021-22 budget	50	0.0
Section Total	3,725	3725	3687		3975	6.7
5.Misc						
Chair's Allowance	250	250	250	No change from 2021-22 budget	250	0.0
External Asset Maint.	250	250	250	No change from 2021-22 budget	250	0.0
Telephone Boxes	250	250	300	No change from 2021-22 budget	250	0.0
Splitwind Pond	550	550	550	No change from 2021-22 budget	550	0.0
Lengthsman CPC	1,250	1250	750	Reflects need to build up reserve to cover loss of HCC funding	1250	0.0
Section Total	2,550	2550	2100		2550	0.0
6.Playground						
RP11 Operational Inspection	95	95	95	Inflation uplift from 2021-22 budget	100	5.3
RP11 Annual Inspection	100	100	87	No change from 2021-22 budget	100	0.0
Maintenance Fund	200	200	200	No change from 2021-22 budget	200	0.0
Longer term maintenance	500	500	500	No change from 2021-22 budget	500	0.0
Playground Insp. Training	200	200	200	No change from 2021-22 budget	200	0.0
Section Total	1,095	1095	1082		1100	0.5
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Benches	1,000	1000	1000	Less work expected in 2021-22	500	-50.0
Noticeboard	1,000	1000	1000	Allows for replacement of final two noticeboards	1000	0.0
Speed Device replacement	500	500	500	Paid for in 2021-22	0	-100.0
Environmental Projects	250	250	150	Climate Change projects will ramp up in 2022/23	500	100.0
Platinum Jubilee Memorial	0	0	0	Potential contribution to a Parish Council "memorial" for Jubilee	1000	#DIV/0!
Parish Design Statement	500	500	500	Reflects need to build up reserves to support	500	0.0
Section Total	4,000	4000	3400		4000	0.0
TOTAL	23,360.00	23,360.00	21,829.00		24,615	5.4
INCOME	BUDGET	PRECEPT	RECEIPT?			
Precept	23,360	23,360	23360	2022-23 Precept increase of £1,255 (5.4%)	24,615	5.4
Bank Interest	0	0	2	Not included in budget	0	0.0
Transfers from Reserves	0	0	0	No transfers from Reserves required	0	0.0
TOTAL	23,360	23,360	23362		24,615	5.4