

NOTICE OF MEETING

Finance & General Purposes Committee

7.45pm on Tuesday 27 July 2021 (Virtual meeting)

To Councillors

Mrs Barnard, Ms Dulieu, Finch, Mrs Gill, MacCracken and Strudley (Chair)

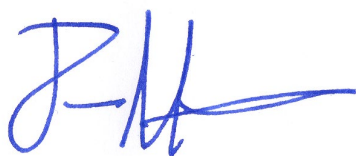
An advisory meeting of the Finance & General Purposes Committee on Tuesday 27 July 2021 at 7.45pm. Recommendations from this meeting will be considered in accordance with the delegations approved by the Council on 5 May 2021.

The meeting will take place on the Zoom platform. Please use the link in the e-mail or use the following details

Meeting ID: 836 3266 8543

Passcode: 185405

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



Jason Mawer

Clerk to the Council

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

Meeting of the Finance & General Purposes Committee

7.45pm on Tuesday 27 July 2021 (Virtual meeting)

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting. **This meeting will be recorded by the Clerk through the Zoom platform to assist with the production of the minutes of the meeting.**

No.	Item	Page
001.	Apologies for absence	
002.	Declarations of interest Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	
003.	Minutes of the previous meeting To approve the minutes of the Finance & General Purposes Committee of 22 June 2021	3
004.	Matters arising from the previous meeting	
005.	Finance Report to end June 2021 To receive an update on the finances to the end of June 2021	5
006.	Medium-term Financial Plan To receive an update from the Clerk on work on the MTFP and consider items for inclusion	14
007.	Responsible Financial Officers Report To receive a verbal update from the Clerk	
008.	Future agenda items and date of the next meeting The next meeting will be on Tuesday 24 August 2021.	15
009.	Closure of the meeting	

Recommendations from this meeting will be considered in accordance with the delegations approved by the Council on 5 May 2021.

MINUTES OF THE PREVIOUS MEETING

held **virtually** on **Tuesday 22 June 2021** at **7.45pm**

Present: Councillors Ms Dulieu, Finch, Mrs Gill, McCracken and Strudley (Chair),

In attendance: The Parish Clerk

001. Apologies for absence

Apologies were received from Cllr Mrs Barnard

002. Declarations of interest

No declarations of interest

003. Minutes of the previous meeting

The minutes of the meeting of 25 May were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Mrs Gill and seconded by Cllr McCracken and the minutes were **APPROVED** by members present.

004. Matters arising from the previous meeting

There were no matters arising from the previous meeting.

005. Financial Report

The Clerk circulated the financial report to the end of May 2021 to members. It was noted that at this stage of the financial year, trends could not be identified.

The Clerk was asked about the payment of the precept and CIL and confirmed these were paid twice yearly by Bracknell Forest Council.

Precept – paid in two instalments at the beginning of May and October

CIL -if due, paid in arrears in late April and late September

The Clerk was asked to update members on the flag flying schedule.

The report was noted.

The Clerk was asked to bring details of debt and write-offs to the next meeting.

Members discussed the write-off debt totalling £321.50 for the period 2017-2018. Cllr Ms Dulieu proposed the write-off, seconded by Cllr Finch and **AGREED** by members present.

006. Q&A – Annual Governance & Accountability Return

The Annual Governance & Accountability Return has been circulated to all members separately and they were asked to forward any questions to the committee for consideration.

The Clerk confirmed that pension contribution mentioned in the audit report was to be paid. The Clerk confirmed that payments continued to be made electronically.

There were no further questions.

007. Responsible Financial Officers Report

The Clerk was asked about a wash-up meeting for the allotments. This had been discussed by the Amenities Committee and was to be arranged. The Clerk would ensure this was actioned.

Cllr Mrs Gill welcomed the introduction of the digital Wren and advised members that she was standing down from the Communication Working Group. The working group would be added to the agenda for the committee meeting in August.

008. Future agenda items and date of the next meeting

Items for future agenda items were circulated to members. The Clerk advised that the medium-term financial strategy would be added to the future items. The date of the next meeting was agreed as Tuesday 27 July at 7.45pm.

009. Closure of the meeting

The meeting closed at 8.12pm.

FINANCIAL UPDATE TO THE END OF JUNE 2021

1.0 Purpose

1.1 This report contains the financial report to the end of June 2021. It contains the usual financial data with the appropriate commentary. The report contains the financial report and balance sheet.

2.0 Key points summary

- Prepayment adjustments made
- VAT repayment received
- Adjustment work for the financial work has not yet processed

3.0 Balance Sheet

3.1 The balance sheet shows the position to 30 June 2021

3.2 The debtors figure includes £3,690 of current debt to Bracknell Forest Council for hires relating to the COVID testing centre and polling station use which was paid on 1 July and £412.62 of debt from bookings in June 2021.

3.3 Adjustments have been made relating to prepayments (insurance costs spread over two financial years). The transfer of CIL receipts from the general reserve to the CIL reserve and the transfer of funds from Lloyds to other banking partners are being processed in July.

4.0 Financial Report

4.1 It is too early at this stage to report any trends on the financial report. The Clerk is checking the telephone charges as these are exceeding expected costs at this stage of the cycle.

5.0 Debt update

5.1 The debt profile as at 30 June 2021 is:

Historic debt	Outstanding invoices	Current Debt	Outstanding invoices
2017	£0	More than 30 days	£3,690*
2018	£240	Due by 31 July	£413
2019	£475		
2020	£301		
Total	£1,016		£4,103

*paid in early July

5.2 The difference in the reported figure and the balance sheet is due to an overpayment in error by a customer and a payment on account by the pre-school.

n the basis that it could be written back on if further evidence comes to light.

6.0 Recommendation

Members note the financial report

08/07/2021

Warfield Parish Council

09:40

Balance Sheet as at 30th June 2021

31st March 2021

31 March 2022

31st March 2021		31 March 2022	
Current Assets			
6,692	Debtors	4,418	
14,244	VAT Control Account	3,546	
2,463	Prepayments	0	
28,385	Lloyds Current Account	34,462	
80,707	Lloyds Instant Access Deposit	135,710	
403,752	Lloyds 32 Day Deposit	403,782	
250,502	CCLA Deposit	250,523	
50	Caretaker's Float	50	
100,067	Nationwide 35 Day Saver	175,146	
0	Creditors	359	
886,862			1,007,996
886,862	Total Assets		1,007,996
Current Liabilities			
11,469	Accruals	11,469	
11,469			11,469
875,393	Total Assets Less Current Liabilities		996,528
Represented By			
62,278	General Reserves		183,412
759,431	Reserves - CIL		759,431
2,500	Reserves - Elections		2,500
4,350	Reserves - Neighbourhood Plan		4,350
3,000	Reserves - Whitegrove CC		3,000
20,000	Reserves - Brownlow Hall - lea		20,000
23,834	Reserves - Frost Folly upkeep		23,834
875,393			996,528

The above statement represents fairly the financial position of the authority as at 30th June 2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Council Administration</u>						
<u>100 Parish Council Income</u>						
1076 Precept	110,904	221,808	110,904			50.0%
1090 Interest received	134	400	266			33.5%
Parish Council Income :- Income	<u>111,038</u>	<u>222,208</u>	<u>111,170</u>			<u>50.0%</u>
Net Income	<u>111,038</u>	<u>222,208</u>	<u>111,170</u>			
<u>110 Office costs</u>						
4000 Rent	5,875	23,500	17,625		17,625	25.0%
4010 Energy costs	268	1,400	1,132		1,132	19.2%
4025 Telephone & broadband	255	530	275		275	48.1%
4030 Postage	0	20	20		20	0.0%
4035 Stationery	164	650	486		486	25.2%
4036 Office printing	73	800	727		727	9.1%
4040 Contract cleaning	64	768	704		704	8.3%
4042 Window cleaning	40	245	205		205	16.3%
4045 Cleaning materials	0	100	100		100	0.0%
4050 Waste collection	26	184	159		159	13.9%
4060 Insurance	1,284	2,480	1,196		1,196	51.8%
4135 Data Protection	0	300	300		300	0.0%
4250 Responsive maintenance	5	500	495		495	1.0%
4254 Inspections	0	250	250		250	0.0%
4900 Other costs	32	800	768		768	4.0%
4999 COVID-19 cost	228	0	(228)		(228)	0.0%
Office costs :- Indirect Expenditure	<u>8,313</u>	<u>32,527</u>	<u>24,214</u>	<u>0</u>	<u>24,214</u>	<u>25.6%</u>
Net Expenditure	<u>(8,313)</u>	<u>(32,527)</u>	<u>(24,214)</u>			
<u>120 Administration</u>						
4080 Audit fees	475	2,500	2,025		2,025	19.0%
4090 Memberships	0	2,000	2,000		2,000	0.0%
4105 Website	275	750	475		475	36.7%
4110 IT hardware	241	0	(241)		(241)	0.0%
4115 IT software	111	250	139		139	44.4%
4120 Training	200	1,500	1,300		1,300	13.3%
4125 IT licences	382	1,800	1,418		1,418	21.2%
4130 RBS licences	0	1,449	1,449		1,449	0.0%
Administration :- Indirect Expenditure	<u>1,684</u>	<u>10,249</u>	<u>8,565</u>	<u>0</u>	<u>8,565</u>	<u>16.4%</u>
Net Expenditure	<u>(1,684)</u>	<u>(10,249)</u>	<u>(8,565)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>130 Democratic Services</u>						
4380 Chairman's allowance	0	300	300		300	0.0%
4390 Flag & flagpole	138	0	(138)		(138)	0.0%
Democratic Services :- Indirect Expenditure	<u>138</u>	<u>300</u>	<u>162</u>	<u>0</u>	<u>162</u>	<u>46.0%</u>
Net Expenditure	<u>(138)</u>	<u>(300)</u>	<u>(162)</u>			
<u>140 Wages & Salaries</u>						
4350 Salaries	17,090	72,620	55,530		55,530	23.5%
4355 Pension contributions	1,833	9,212	7,380		7,380	19.9%
4360 National Insurance cont.	1,511	5,082	3,571		3,571	29.7%
4365 Expenses	108	200	92		92	54.0%
4370 Payroll operating cost	45	150	105		105	30.0%
Wages & Salaries :- Indirect Expenditure	<u>20,587</u>	<u>87,264</u>	<u>66,677</u>	<u>0</u>	<u>66,677</u>	<u>23.6%</u>
Net Expenditure	<u>(20,587)</u>	<u>(87,264)</u>	<u>(66,677)</u>			
Council Administration :- Income	111,038	222,208	111,170			50.0%
Expenditure	30,721	130,340	99,619	0	99,619	23.6%
Movement to/(from) Gen Reserve	<u>80,317</u>					
<u>Regular commitments</u>						
<u>150 Parish Commitments</u>						
4200 Jealotts Hill Comm Lshare	0	8,800	8,800		8,800	0.0%
4210 BFC Loan repayment	0	8,191	8,191		8,191	0.0%
4225 Youth provision	0	2,500	2,500		2,500	0.0%
4300 Neighbourhood plan costs	4,950	1,000	(3,950)		(3,950)	495.0%
Parish Commitments :- Indirect Expenditure	<u>4,950</u>	<u>20,491</u>	<u>15,541</u>	<u>0</u>	<u>15,541</u>	<u>24.2%</u>
Net Expenditure	<u>(4,950)</u>	<u>(20,491)</u>	<u>(15,541)</u>			
<u>160 BFC Partnership Expenditure</u>						
4320 RoW management contribution	0	2,290	2,290		2,290	0.0%
4325 Lily Hill Park contribution	0	5,550	5,550		5,550	0.0%
BFC Partnership Expenditure :- Indirect Expenditure	<u>0</u>	<u>7,840</u>	<u>7,840</u>	<u>0</u>	<u>7,840</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(7,840)</u>	<u>(7,840)</u>			
<u>180 Grants</u>						
4400 Section 137 grants awarded	14,543	14,543	0		0	100.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4405 Warfield Memorial Ground	8,000	8,000	0		0	100.0%
4415 Keep Mobile Comm. Transport	1,449	1,449	0		0	100.0%
4420 South Hill Park	500	500	0		0	100.0%
4430 Warfield Village Fete	0	2,000	2,000		2,000	0.0%
Grants :- Indirect Expenditure	<u>24,492</u>	<u>26,492</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>92.5%</u>
Net Expenditure	<u>(24,492)</u>	<u>(26,492)</u>	<u>(2,000)</u>			
Regular commitments :- Income	0	0	0			0.0%
Expenditure	29,442	54,823	25,381	0	25,381	53.7%
Movement to/(from) Gen Reserve	<u>(29,442)</u>					
<u>Planned expenditure</u>						
<u>170 Planned Expenditure</u>						
1120 Sales	(200)	500	700			(40.0%)
Planned Expenditure :- Income	<u>(200)</u>	<u>500</u>	<u>700</u>			<u>(40.0%)</u>
4095 The Wren - publication	267	1,450	1,183		1,183	18.4%
4096 The Wren - delivery	571	2,450	1,879		1,879	23.3%
4100 Other communications	22	700	678		678	3.2%
4215 Planning assistance costs	5	200	195		195	2.5%
4216 Speed awareness	0	200	200		200	0.0%
4220 Climate change provision	0	3,000	3,000		3,000	0.0%
Planned Expenditure :- Indirect Expenditure	<u>865</u>	<u>8,000</u>	<u>7,135</u>	<u>0</u>	<u>7,135</u>	<u>10.8%</u>
Net Income over Expenditure	<u>(1,065)</u>	<u>(7,500)</u>	<u>(6,435)</u>			
Planned expenditure :- Income	(200)	500	700			(40.0%)
Expenditure	865	8,000	7,135	0	7,135	10.8%
Movement to/(from) Gen Reserve	<u>(1,065)</u>					
<u>Amenities & Environment</u>						
<u>600 Brownlow Hall</u>						
1400 Hire - Regular	3,218	18,000	14,782			17.9%
1410 Hire - Casual	0	4,000	4,000			0.0%
1430 The Cottage rent	2,367	11,000	8,634			21.5%
1440 Sub Station rent	0	500	500			0.0%
Brownlow Hall :- Income	<u>5,584</u>	<u>33,500</u>	<u>27,916</u>			<u>16.7%</u>
4000 Rent	3,875	16,500	12,625		12,625	23.5%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4010 Energy costs	2,026	7,000	4,974		4,974	28.9%
4015 Water & sewerage	148	1,200	1,052		1,052	12.3%
4025 Telephone & broadband	123	386	263		263	31.8%
4040 Contract cleaning	720	4,200	3,480		3,480	17.1%
4042 Window cleaning	120	744	624		624	16.1%
4045 Cleaning materials	13	500	487		487	2.6%
4050 Waste collection	336	1,200	864		864	28.0%
4060 Insurance	536	875	339		339	61.2%
4250 Responsive maintenance	432	3,500	3,068		3,068	12.3%
4252 Planned maintenance	68	1,500	1,432		1,432	4.6%
4254 Inspections	0	1,050	1,050		1,050	0.0%
4620 Music licences	474	800	326		326	59.2%
4650 Tree & hedge maintenance	0	1,122	1,122		1,122	0.0%
4655 Hanging baskets	342	330	(12)		(12)	103.6%
4670 Caretaker payroll	1,332	5,850	4,518		4,518	22.8%
4999 COVID-19 cost	2	0	(2)		(2)	0.0%
Brownlow Hall :- Indirect Expenditure	10,547	46,757	36,210	0	36,210	22.6%
Net Income over Expenditure	(4,963)	(13,257)	(8,294)			
610 Whitegrove Community Centre						
1400 Hire - Regular	3,653	21,000	17,348			17.4%
1410 Hire - Casual	250	0	(250)			0.0%
Whitegrove Community Centre :- Income	3,903	21,000	17,098			18.6%
4000 Rent	0	200	200		200	0.0%
4010 Energy costs	0	3,200	3,200		3,200	0.0%
4025 Telephone & broadband	156	500	344		344	31.2%
4040 Contract cleaning	500	4,600	4,100		4,100	10.9%
4042 Window cleaning	120	744	624		624	16.1%
4045 Cleaning materials	13	500	487		487	2.6%
4050 Waste collection	339	1,200	861		861	28.3%
4060 Insurance	322	1,224	902		902	26.3%
4250 Responsive maintenance	400	1,850	1,450		1,450	21.6%
4252 Planned maintenance	68	714	646		646	9.6%
4254 Inspections	0	750	750		750	0.0%
4600 Building improvements	0	0	0	13,500	(13,500)	0.0%
4620 Music licences	0	437	437		437	0.0%
4650 Tree & hedge maintenance	0	306	306		306	0.0%
4670 Caretaker payroll	1,332	5,850	4,518		4,518	22.8%
4999 COVID-19 cost	2	0	(2)		(2)	0.0%
Whitegrove Community Centre :- Indirect Expenditure	3,252	22,075	18,823	13,500	5,323	75.9%
Net Income over Expenditure	650	(1,075)	(1,725)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>700 Memorial Ground Play Area</u>						
4000 Rent	1	1	0		0	100.0%
4250 Responsive maintenance	0	500	500		500	0.0%
4254 Inspections	75	1,226	1,151		1,151	6.1%
Memorial Ground Play Area :- Indirect Expenditure	76	1,727	1,651	0	1,651	4.4%
Net Expenditure	(76)	(1,727)	(1,651)			
<u>710 Brownlow Hall Play Area</u>						
4250 Responsive maintenance	600	0	(600)		(600)	0.0%
4254 Inspections	119	0	(119)		(119)	0.0%
Brownlow Hall Play Area :- Indirect Expenditure	719	0	(719)	0	(719)	
Net Expenditure	(719)	0	719			
<u>720 Quelm Allotments</u>						
1420 Allotment rent	2,481	2,461	(20)			100.8%
1425 Allotment locker charge	12	0	(12)			0.0%
Quelm Allotments :- Income	2,493	2,461	(32)			101.3%
4015 Water & sewerage	0	600	600		600	0.0%
4050 Waste collection	335	460	125		125	72.8%
4060 Insurance	322	437	115		115	73.6%
4250 Responsive maintenance	0	100	100		100	0.0%
4805 Allotment - delivery costs	333	1,500	1,167		1,167	22.2%
4810 Allotment - management costs	60	100	40		40	60.0%
Quelm Allotments :- Indirect Expenditure	1,050	3,197	2,147	0	2,147	32.8%
Net Income over Expenditure	1,443	(736)	(2,179)			
<u>730 Frost Folly</u>						
4250 Responsive maintenance	10	500	490		490	2.0%
4252 Planned maintenance	0	2,000	2,000		2,000	0.0%
4650 Tree & hedge maintenance	0	300	300		300	0.0%
Frost Folly :- Indirect Expenditure	10	2,800	2,790	0	2,790	0.4%
Net Expenditure	(10)	(2,800)	(2,790)			
<u>790 Events</u>						
4591 Parish calendar income	0	500	500			0.0%
Events :- Income	0	500	500			0.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4560 Family Cycle Ride	0	200	200		200	0.0%
4565 Vegetable Take & Grow	0	100	100		100	0.0%
4570 Arts Week	0	3,250	3,250		3,250	0.0%
4580 Summer of Fun event	0	4,000	4,000		4,000	0.0%
4585 Christmas tree	0	1,200	1,200		1,200	0.0%
4590 Warfield 125 activity	0	1,200	1,200		1,200	0.0%
4592 Parish calendar costs	0	500	500		500	0.0%
Events :- Indirect Expenditure	<u>0</u>	<u>10,450</u>	<u>10,450</u>	<u>0</u>	<u>10,450</u>	<u>0.0%</u>
Net Income over Expenditure	<u>0</u>	<u>(9,950)</u>	<u>(9,950)</u>			
Amenities & Environment :- Income	11,979	57,461	45,482			20.8%
Expenditure	15,654	87,006	71,352	13,500	57,852	33.5%
Movement to/(from) Gen Reserve	<u>(3,675)</u>					
Grand Totals:- Income	122,817	280,169	157,352			43.8%
Expenditure	76,683	280,169	203,486	13,500	189,986	32.2%
Net Income over Expenditure	<u>46,135</u>	<u>0</u>	<u>(46,135)</u>			
Movement to/(from) Gen Reserve	<u>46,135</u>					

MEDIUM-TERM FINANCIAL PLAN

This report will follow

FUTURE AGENDA ITEMS AND DATE OF THE NEXT MEETING

1.0 Future agenda items

In addition to the standard agenda items the following items will be on the coming meeting agendas

Office accommodation

Co-option process

Medium-term financial plan

2.0 Next meeting

The date of the next meeting will be on Tuesday 24 August 2021 at 7.45pm.