

# NOTICE OF MEETING

## Finance & General Purposes Committee

7.45pm on Tuesday 17 May 2022

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To Councillors

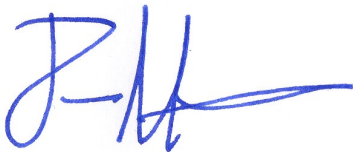
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Mrs Barnard, Ms Dulieu, Finch, Mrs Gill, MacCracken and Strudley (Chair)

**You are summoned to a meeting of the Finance & General Purposes Committee on Tuesday 17 May 2022 at 7.45pm.**

**The meeting will take place in the Blue Room of the Brownlow Memorial Hall.**

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

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7.45pm on Tuesday 17 May 2022

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.

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| <b>No.</b> | <b>Item</b>   | <b>Page</b> |
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| F22/041.   | <b>Apologies for absence</b>  |             |
| F22/042.   | <b>Declarations of interest</b>   | 3           |
|            | Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.           |             |
| F22/043.   | <b>Minutes of the previous meeting</b>  | 4           |
|            | To approve the minutes of the Finance & General Purposes Committee of 27 April 2022   |             |
| F22/044.   | <b>Report from the Responsible Financial Officer</b>  | 6           |
|            | The report contains actions taken on arising from the last meeting of the council and other items for information, including recurring reports. |             |
| F22/045.   | <b>Financial Report</b>   | 8           |
|            | To receive an update on the finances at year-end 31 March 2022  |             |
| F22/046.   | <b>Annual Governance &amp; Accountability Return</b>  | 17          |
|            | To review the Annual Governance & Accountability Return for 31 March 2022   |             |
| F22/047.   | <b>Consideration of Platinum Jubilee Grants</b>   | 18          |
| F22/048.   | <b>Authorisation to pay Community Grants 2022</b>   | 20          |
| F22/049.   | <b>Future agenda items and date of the next meeting</b>   | 22          |
|            | The next meeting will be on Tuesday 14 June 2022.   |             |
| F22/050.   | <b>Closure of the meeting</b>   |             |

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### **DECLARATIONS OF INTEREST**

Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Parish Clerk in attendance that they are withdrawing as they have such an interest.

If the Disclosable Pecuniary Interest is not entered on the register of Members interests the member must ensure this is updated within 28 days.

Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Parish Clerk should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

### **MINUTES OF THE PREVIOUS MEETING**

held on **Tuesday 26 April 2022** at **7.45pm** in the **Blue Room, Brownlow Hall**

**Present:** Councillors Ms Dulieu, Finch and Strudley (Chair)

**In attendance:** The Parish Clerk

#### **F22/030. Apologies for absence**

Apologies were received from Cllrs Mrs Barnard, Finch, Mrs Gill and McCracken.

#### **F22/031. Declarations of interest**

No declarations of interest were received.

#### **F22/032. Minutes of the previous meeting**

The minutes of the meeting of 22 March 2022 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Strudley and the minutes were **APPROVED** by members present.

#### **F22/033. Report from the Responsible Financial Officer**

The report of the Responsible Financial Officer was circulated to members ahead of the meeting.

Members asked the Clerk to invite the Finance Officer to a future meeting.

Members agreed to delegate organising revaluation of the Brownlow Hall to the Clerk and the Committee Chair.

The report was noted by members.

#### **F22/034. Financial Report**

The Clerk circulated a draft financial report to 31 March 2022. The final report would be produced as part of the year end process.

Members agreed to write-off debt from 2018 and 2019 totalling £302.

Members noted the report.

#### **F22/035. Asset Register**

The Clerk circulated the asset register to members ahead of the meeting.

Members noted the asset register as at 31 March 2022.

#### **F22/036. Internal Audit Report**

The Clerk circulated the Internal Auditors report to members ahead of the meeting.

Members noted the report and the actions taken to resolve matters raised.

#### **F22/037. Annual Meeting items**

The Clerk circulated a paper to members identifying items that would require review or approval at the annual meeting.

Members agreed that working to a budget and a revised timetable would be helpful and Members noted that no changes were proposed to the Standing Orders. That minor

changes were required to the Financial Regulations to incorporate changes proposed to the payroll from the internal audit report.

Members noted the Model Publication Scheme.

Members agreed to recommend the reappointment of Claire Connell as Internal Auditor.

**F22/038. Payments of accounts**

The Clerk circulated a report containing the regular payments, direct debits and electronic payments that required renewal.

Members reviewed the arrangements and agreed to recommend approval to full council.

**F22/039. Future agenda items and date of the next meeting**

Items for future agenda items were circulated to members. The date of the next meeting was agreed as Tuesday 17 May at 7.45pm in the Brownlow Hall.

**F22/040. Closure of the meeting**

The meeting closed at 8.27pm.

**REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**

**1.0 Purpose**

1.1 This report contains actions taken on arising from the last meeting of the committee and other items for information, including recurring reports.

**2.0 Actions taken from the last meeting**

2.1 Annual meeting matters

2.1.1 The Financial Regulations were updated at the full council meeting on 11 May 2022 and the Model Publication Scheme was approved.

2.1.2 Claire Connell was re-appointed as Internal Auditor

2.3 Payment of Accounts

2.2.1 The authority to pay certain accounts by direct debit or electronic means was approved at full council on 11 May 2022.

**3.0 Reasonable Adjustments**

3.1 As advised to full council, the Clerk will bring forward proposals and a draft policy to cover examination of need and reasonable adjustments should these be required by an elected member. The Clerk has identified this as a missing element and implementing this will ensure the council meets the requirements of the public sector equality duty element of the Equality Act 2010.

**4.0 Parish Plan**

4.1 The Parish Plan will be reviewed at the members meeting in June.

**5.0 Recommendation**

5.1 Members are asked to note the report.

**FINANCIAL UPDATE TO THE YEAR END MARCH 2022****1.0 Purpose**

1.1 This report contains the financial report to the end of March 2022. It contains the usual financial data with the appropriate commentary. The report contains the financial report and balance sheet.

**2.0 Key points summary**

- Year end position has been established
- General reserve position exceeds minimum requirement
- Income and expenditure were in balance

**3.0 Balance Sheet**

3.1 The balance sheet shows the position to 31 March 2022. Balances on bank accounts are within the council's set parameters.

3.2 The debtor's position is reported in section 5 of this report. Current debt increased as billing for the term has been made.

3.3 The council submitted its VAT reclaim for £3,675 following the closure of the year.

3.4 The creditor sum relates to the amount owing to the council by Castle Water.

3.5 The council has made accruals for sums that may be claimed under lease terms. These are reviewed each year as part of the year end process and have been maintained.

3.6 The earmarked reserves (EMR) are maintained as per the councils agreed Reserves Policy. The Neighbourhood Plan (NP) reserve was removed at year end to cover expenditure in the year.

**4.0 Financial Report**

4.1 The following notes relate to items of information on the financial report:

| Code   | Description          | explanation  |
|--|----------------------|--|
| 100 1090                                     | Interest             | Interest received exceeds the budget forecast.   |
| 110 4060<br>600 4060<br>610 4060<br>720 4060 | Insurance            | The allocation of insurance changed for the 2021 premium. On consideration, the committee decided not to amend the budget figures. |
| 130 4380                                     | Chairman's allowance | The chairman has asked the allowance to be used to purchase flags.   |
| 1304390                                      | Flag and flagpole    | See above.   |

|                      |                              |   |
|----------------------|------------------------------|---|
| 150 4300             | Neighbourhood plan costs     | This account shows an overspend. But is balanced by the NP EMR which was transferred into the general reserve.  |
| 170 4215             | Planning assistance costs    | Planning assistance cost covered the submission on the local plan   |
| 600 1400             | Brownlow Hall regular income | This figure is lower than reported in the draft report as the write-offs have been processed.   |
| 600 4015             | Water & sewerage             | Castle Water have identified an error with our account since the last payment was made (based upon their belief we had a four-digit meter reading rather than five-digits. A credit will be applied on the account in the new financial year. |
| 600 4040<br>610 4040 | Contract cleaning            | Costs are higher due to COVID test centre provision and the temporary loss of caretaker. It is proposed to leave this showing as an overspend and caretaking to show as an underspend.  |
| 610 4250             | Responsive maintenance       | The overspend resulted from the replacement of the lighting of the toilets which had degraded due to age and was beginning to fail.   |
| 710 4250             | Responsive maintenance       | Costs related to removal of old equipment   |
| 720 1420             | Allotment rent               | New ploholders to vacated plots has increased income.   |
| 720 4050             | Waste collection             | The higher costs are associated with extra skip provision.  |
| 720 4805             | Allotment delivery costs     | The extra costs are associated with the capital provision of lockers.   |
| 790 4585             | Christmas tree               | The underspend reported is correct.   |

## 5.0 Carryover of budget

5.1 The following budget lines have been carried over to 2022-23

| Code     | Description              | Amount in budget |
|----------|--------------------------|------------------|
| 170 4220 | Climate change provision | £3,000           |
| 790      | Cycle ride               | £200             |



## 6.0 Debt update

6.1 The debt profile as of 31 March 2022 is:

|                                |                      |
|--------------------------------|----------------------|
| <b>Historic debt</b>           | Outstanding invoices |
| 2020                           | £231                 |
| <b>Total</b>                   | <b>£231</b>          |
|                                |                      |
| <b>Current Debt</b>            | Outstanding invoices |
| More than 30 days              | £0                   |
| Due by end April 2022          | £3,492               |
| <b>Total</b>                   | <b>£3,723</b>        |
|                                |                      |
| <b>Less Accounts in credit</b> |                      |
| Value of accounts in credit    | £1,500               |
| Invoice in advance             | £0                   |
|                                |                      |
| <b>Reported debt position</b>  | <b>£2,233</b>        |

## 7.0 Recommendation

Members are asked to note the financial report.

13/05/2022

## Warfield Parish Council

09:50

## Balance Sheet as at 31st March 2022

31st March 2021

31 March 2022

| 31st March 2021            |  | 31 March 2022 |                  |
|----------------------------|--|---------------|------------------|
| <b>Current Assets</b>      |  |               |                  |
| 6,692                      | Debtors                                      | 2,223         |                  |
| 14,244                     | VAT Control Account                          | 3,675         |                  |
| 2,463                      | Prepayments                                  | 2,508         |                  |
| 28,385                     | Lloyds Current Account                       | 23,870        |                  |
| 80,707                     | Lloyds Instant Access Deposit                | 62,718        |                  |
| 403,752                    | Lloyds 32 Day Deposit                        | 363,872       |                  |
| 250,502                    | CCLA Deposit                                 | 250,676       |                  |
| 50                         | Caretaker's Float                            | 50            |                  |
| 100,067                    | Nationwide 35 Day Saver                      | 315,627       |                  |
| 0                          | Creditors                                    | 1,176         |                  |
| <b>886,862</b>             |  |               | <b>1,026,395</b> |
| <b>886,862</b>             | <b>Total Assets</b>                          |               | <b>1,026,395</b> |
| <b>Current Liabilities</b> |  |               |                  |
| 11,469                     | Accruals                                     | 12,099        |                  |
| <b>11,469</b>              |  |               | <b>12,099</b>    |
| <b>875,393</b>             | <b>Total Assets Less Current Liabilities</b> |               | <b>1,014,295</b> |
| <b>Represented By</b>      |  |               |                  |
| 62,278                     | General Reserves                             |               | 63,597           |
| 759,431                    | Reserves - CIL                               |               | 901,364          |
| 2,500                      | Reserves - Elections                         |               | 2,500            |
| 4,350                      | Reserves - Neighbourhood Plan                |               | 0                |
| 3,000                      | Reserves - Whitegrove CC                     |               | 3,000            |
| 20,000                     | Reserves - Brownlow Hall - lea               |               | 20,000           |
| 23,834                     | Reserves - Frost Folly upkeep                |               | 23,834           |
| <b>875,393</b>             |  |               | <b>1,014,295</b> |

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| <b><u>Council Administration</u></b>    |                        |                       |                          |                          |                    |               |
| <b><u>100 Parish Council Income</u></b> |                        |                       |                          |                          |                    |               |
| 1076 Precept                            | 221,808                | 221,808               | 0                        |                          |                    | 100.0%        |
| 1090 Interest received                  | 866                    | 400                   | (466)                    |                          |                    | 216.5%        |
| Parish Council Income :- Income         | <u>222,674</u>         | <u>222,208</u>        | <u>(466)</u>             |                          |                    | <u>100.2%</u> |
| Net Income                              | <u>222,674</u>         | <u>222,208</u>        | <u>(466)</u>             |                          |                    |               |
| <b><u>110 Office costs</u></b>          |                        |                       |                          |                          |                    |               |
| 4000 Rent                               | 23,500                 | 23,500                | 0                        |                          | 0                  | 100.0%        |
| 4010 Energy costs                       | 968                    | 1,400                 | 432                      |                          | 432                | 69.1%         |
| 4025 Telephone & broadband              | 905                    | 830                   | (75)                     |                          | (75)               | 109.1%        |
| 4030 Postage                            | 0                      | 20                    | 20                       |                          | 20                 | 0.0%          |
| 4035 Stationery                         | 688                    | 650                   | (38)                     |                          | (38)               | 105.8%        |
| 4036 Office printing                    | 680                    | 800                   | 120                      |                          | 120                | 85.0%         |
| 4040 Contract cleaning                  | 792                    | 768                   | (24)                     |                          | (24)               | 103.1%        |
| 4042 Window cleaning                    | 120                    | 245                   | 125                      |                          | 125                | 49.0%         |
| 4045 Cleaning materials                 | 24                     | 100                   | 76                       |                          | 76                 | 24.3%         |
| 4050 Waste collection                   | 123                    | 184                   | 61                       |                          | 61                 | 67.0%         |
| 4060 Insurance                          | 2,141                  | 2,480                 | 339                      |                          | 339                | 86.3%         |
| 4135 Data Protection                    | 112                    | 300                   | 188                      |                          | 188                | 37.5%         |
| 4250 Responsive maintenance             | 126                    | 500                   | 374                      |                          | 374                | 25.2%         |
| 4254 Inspections                        | 30                     | 250                   | 220                      |                          | 220                | 12.0%         |
| 4900 Other costs                        | 507                    | 800                   | 293                      |                          | 293                | 63.4%         |
| 4999 COVID-19 cost                      | 240                    | 0                     | (240)                    |                          | (240)              | 0.0%          |
| Office costs :- Indirect Expenditure    | <u>30,957</u>          | <u>32,827</u>         | <u>1,870</u>             | <u>0</u>                 | <u>1,870</u>       | <u>94.3%</u>  |
| Net Expenditure                         | <u>(30,957)</u>        | <u>(32,827)</u>       | <u>(1,870)</u>           |                          |                    |               |
| <b><u>120 Administration</u></b>        |                        |                       |                          |                          |                    |               |
| 4080 Audit fees                         | 2,240                  | 2,500                 | 260                      |                          | 260                | 89.6%         |
| 4090 Memberships                        | 294                    | 2,000                 | 1,706                    |                          | 1,706              | 14.7%         |
| 4105 Website                            | 275                    | 750                   | 475                      |                          | 475                | 36.7%         |
| 4110 IT hardware                        | 348                    | 0                     | (348)                    |                          | (348)              | 0.0%          |
| 4115 IT software                        | 111                    | 250                   | 139                      |                          | 139                | 44.4%         |
| 4120 Training                           | 1,016                  | 1,500                 | 484                      |                          | 484                | 67.7%         |
| 4125 IT licences                        | 2,265                  | 1,800                 | (465)                    |                          | (465)              | 125.8%        |
| 4130 RBS licences                       | 1,500                  | 1,449                 | (51)                     |                          | (51)               | 103.5%        |
| Administration :- Indirect Expenditure  | <u>8,050</u>           | <u>10,249</u>         | <u>2,199</u>             | <u>0</u>                 | <u>2,199</u>       | <u>78.5%</u>  |
| Net Expenditure                         | <u>(8,050)</u>         | <u>(10,249)</u>       | <u>(2,199)</u>           |                          |                    |               |

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| <u>130 Democratic Services</u>                      |                        |                       |                          |                          |                    |               |
| 4380 Chairman's allowance                           | 0                      | 300                   | 300                      |                          | 300                | 0.0%          |
| 4390 Flag & flagpole                                | 372                    | 0                     | (372)                    |                          | (372)              | 0.0%          |
| Democratic Services :- Indirect Expenditure         | <u>372</u>             | <u>300</u>            | <u>(72)</u>              | <u>0</u>                 | <u>(72)</u>        | <u>123.9%</u> |
| Net Expenditure                                     | <u>(372)</u>           | <u>(300)</u>          | <u>72</u>                |                          |                    |               |
| <u>140 Wages &amp; Salaries</u>                     |                        |                       |                          |                          |                    |               |
| 4350 Salaries                                       | 73,760                 | 72,620                | (1,140)                  |                          | (1,140)            | 101.6%        |
| 4355 Pension contributions                          | 11,361                 | 9,212                 | (2,149)                  |                          | (2,149)            | 123.3%        |
| 4360 National Insurance cont.                       | 5,861                  | 5,082                 | (779)                    |                          | (779)              | 115.3%        |
| 4365 Expenses                                       | 85                     | 200                   | 115                      |                          | 115                | 42.5%         |
| 4370 Payroll operating cost                         | 140                    | 150                   | 10                       |                          | 10                 | 93.3%         |
| Wages & Salaries :- Indirect Expenditure            | <u>91,207</u>          | <u>87,264</u>         | <u>(3,943)</u>           | <u>0</u>                 | <u>(3,943)</u>     | <u>104.5%</u> |
| Net Expenditure                                     | <u>(91,207)</u>        | <u>(87,264)</u>       | <u>3,943</u>             |                          |                    |               |
| Council Administration :- Income                    | 222,674                | 222,208               | (466)                    |                          |                    | 100.2%        |
| Expenditure   | 130,586                | 130,640               | 54                       | 0                        | 54                 | 100.0%        |
| Movement to/(from) Gen Reserve                      | <u>92,088</u>          |                       |                          |                          |                    |               |
| <u>Regular commitments</u>                          |                        |                       |                          |                          |                    |               |
| <u>150 Parish Commitments</u>                       |                        |                       |                          |                          |                    |               |
| 4200 Jealotts Hill Comm Lshare                      | 8,800                  | 8,800                 | 0                        |                          | 0                  | 100.0%        |
| 4210 BFC Loan repayment                             | 8,191                  | 8,191                 | (0)                      |                          | (0)                | 100.0%        |
| 4225 Youth provision                                | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%          |
| 4300 Neighbourhood plan costs                       | 4,125                  | 1,000                 | (3,125)                  |                          | (3,125)            | 412.5%        |
| Parish Commitments :- Indirect Expenditure          | <u>21,116</u>          | <u>20,491</u>         | <u>(625)</u>             | <u>0</u>                 | <u>(625)</u>       | <u>103.1%</u> |
| Net Expenditure                                     | <u>(21,116)</u>        | <u>(20,491)</u>       | <u>625</u>               |                          |                    |               |
| <u>160 BFC Partnership Expenditure</u>              |                        |                       |                          |                          |                    |               |
| 4320 RoW management contribution                    | 2,272                  | 2,290                 | 18                       |                          | 18                 | 99.2%         |
| 4325 Lily Hill Park contribution                    | 5,550                  | 5,550                 | 0                        |                          | 0                  | 100.0%        |
| BFC Partnership Expenditure :- Indirect Expenditure | <u>7,822</u>           | <u>7,840</u>          | <u>18</u>                | <u>0</u>                 | <u>18</u>          | <u>99.8%</u>  |
| Net Expenditure                                     | <u>(7,822)</u>         | <u>(7,840)</u>        | <u>(18)</u>              |                          |                    |               |
| <u>180 Grants</u>                                   |                        |                       |                          |                          |                    |               |
| 4400 Section 137 grants awarded                     | 14,543                 | 14,543                | 0                        |                          | 0                  | 100.0%        |

|                                  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>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%        |
| Grants :- Indirect Expenditure   | <u>24,492</u>          | <u>24,492</u>         | <u>0</u>                 | <u>0</u>                 | <u>0</u>           | <u>100.0%</u> |
| Net Expenditure                  | <u>(24,492)</u>        | <u>(24,492)</u>       | <u>0</u>                 |                          |                    |               |

|                                |                 |        |       |   |       |        |
|--------------------------------|-----------------|--------|-------|---|-------|--------|
| Regular commitments :- Income  | 0               | 0      | 0     |   |       | 0.0%   |
| Expenditure                    | 53,430          | 52,823 | (607) | 0 | (607) | 101.2% |
| Movement to/(from) Gen Reserve | <u>(53,430)</u> |        |       |   |       |        |

Planned expenditure170 Planned Expenditure

|   |                |                |                |          |              |                |
|---|----------------|----------------|----------------|----------|--------------|----------------|
| 1120 Sales                                  | (144)          | 500            | 644            |          |              | (28.7%)        |
| Planned Expenditure :- Income               | <u>(144)</u>   | <u>500</u>     | <u>644</u>     |          |              | <u>(28.7%)</u> |
| 4095 The Wren - publication                 | 525            | 1,450          | 925            |          | 925          | 36.2%          |
| 4096 The Wren - delivery                    | 1,451          | 2,450          | 999            |          | 999          | 59.2%          |
| 4100 Other communications                   | 182            | 700            | 518            |          | 518          | 26.0%          |
| 4215 Planning assistance costs              | 3,099          | 2,200          | (899)          |          | (899)        | 140.9%         |
| 4216 Speed awareness                        | 0              | 200            | 200            |          | 200          | 0.0%           |
| 4220 Climate change provision               | 0              | 3,000          | 3,000          |          | 3,000        | 0.0%           |
| 4230 Green waste sack purchases             | 550            | 0              | (550)          |          | (550)        | 0.0%           |
| Planned Expenditure :- Indirect Expenditure | <u>5,808</u>   | <u>10,000</u>  | <u>4,193</u>   | <u>0</u> | <u>4,193</u> | <u>58.1%</u>   |
| Net Income over Expenditure                 | <u>(5,951)</u> | <u>(9,500)</u> | <u>(3,549)</u> |          |              |                |

|                                |                |        |       |   |       |         |
|--------------------------------|----------------|--------|-------|---|-------|---------|
| Planned expenditure :- Income  | (144)          | 500    | 644   |   |       | (28.7%) |
| Expenditure                    | 5,808          | 10,000 | 4,193 | 0 | 4,193 | 58.1%   |
| Movement to/(from) Gen Reserve | <u>(5,951)</u> |        |       |   |       |         |

Amenities & Environment600 Brownlow Hall

|                         |               |               |              |  |       |              |
|-------------------------|---------------|---------------|--------------|--|-------|--------------|
| 1400 Hire - Regular     | 12,835        | 18,000        | 5,165        |  |       | 71.3%        |
| 1410 Hire - Casual      | 886           | 4,000         | 3,115        |  |       | 22.1%        |
| 1430 The Cottage rent   | 10,066        | 11,000        | 934          |  |       | 91.5%        |
| 1440 Sub Station rent   | 500           | 500           | 0            |  |       | 100.0%       |
| Brownlow Hall :- Income | <u>24,287</u> | <u>33,500</u> | <u>9,213</u> |  |       | <u>72.5%</u> |
| 4000 Rent               | 15,500        | 16,500        | 1,000        |  | 1,000 | 93.9%        |

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 4010 Energy costs                            | 5,748                  | 7,000                 | 1,252                    |                          | 1,252              | 82.1%        |
| 4015 Water & sewerage                        | 2,536                  | 1,200                 | (1,336)                  |                          | (1,336)            | 211.3%       |
| 4025 Telephone & broadband                   | 456                    | 386                   | (70)                     |                          | (70)               | 118.1%       |
| 4040 Contract cleaning                       | 8,220                  | 4,200                 | (4,020)                  |                          | (4,020)            | 195.7%       |
| 4042 Window cleaning                         | 360                    | 744                   | 384                      |                          | 384                | 48.4%        |
| 4045 Cleaning materials                      | 283                    | 500                   | 217                      |                          | 217                | 56.6%        |
| 4050 Waste collection                        | 1,786                  | 1,200                 | (586)                    |                          | (586)              | 148.8%       |
| 4060 Insurance                               | 1,179                  | 875                   | (304)                    |                          | (304)              | 134.7%       |
| 4250 Responsive maintenance                  | 3,358                  | 3,500                 | 142                      |                          | 142                | 95.9%        |
| 4252 Planned maintenance                     | 1,294                  | 1,500                 | 206                      |                          | 206                | 86.3%        |
| 4254 Inspections                             | 66                     | 1,050                 | 984                      |                          | 984                | 6.3%         |
| 4260 Equipment purchase                      | 300                    | 0                     | (300)                    |                          | (300)              | 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                       | 3,868                  | 5,850                 | 1,982                    |                          | 1,982              | 66.1%        |
| 4999 COVID-19 cost                           | 2                      | 0                     | (2)                      |                          | (2)                | 0.0%         |
| <b>Brownlow Hall :- Indirect Expenditure</b> | <b>45,771</b>          | <b>46,757</b>         | <b>986</b>               | <b>0</b>                 | <b>986</b>         | <b>97.9%</b> |
| <b>Net Income over Expenditure</b>           | <b>(21,484)</b>        | <b>(13,257)</b>       | <b>8,227</b>             |                          |                    |              |
| <b>610 Whitegrove Community Centre</b>       |                        |                       |                          |                          |                    |              |
| 1400 Hire - Regular                          | 18,624                 | 21,000                | 2,376                    |                          |                    | 88.7%        |
| 1410 Hire - Casual                           | 250                    | 0                     | (250)                    |                          |                    | 0.0%         |
| <b>Whitegrove Community Centre :- Income</b> | <b>18,874</b>          | <b>21,000</b>         | <b>2,126</b>             |                          |                    | <b>89.9%</b> |
| 4000 Rent                                    | 200                    | 200                   | 0                        |                          | 0                  | 100.0%       |
| 4010 Energy costs                            | 0                      | 3,200                 | 3,200                    |                          | 3,200              | 0.0%         |
| 4025 Telephone & broadband                   | 488                    | 500                   | 12                       |                          | 12                 | 97.7%        |
| 4040 Contract cleaning                       | 10,255                 | 4,600                 | (5,655)                  |                          | (5,655)            | 222.9%       |
| 4042 Window cleaning                         | 360                    | 744                   | 384                      |                          | 384                | 48.4%        |
| 4045 Cleaning materials                      | 256                    | 500                   | 244                      |                          | 244                | 51.2%        |
| 4050 Waste collection                        | 1,459                  | 1,200                 | (259)                    |                          | (259)              | 121.6%       |
| 4060 Insurance                               | 643                    | 1,224                 | 581                      |                          | 581                | 52.5%        |
| 4250 Responsive maintenance                  | 3,309                  | 1,850                 | (1,459)                  |                          | (1,459)            | 178.9%       |
| 4252 Planned maintenance                     | 949                    | 714                   | (235)                    |                          | (235)              | 133.0%       |
| 4254 Inspections                             | 56                     | 750                   | 694                      |                          | 694                | 7.5%         |
| 4260 Equipment purchase                      | 11                     | 0                     | (11)                     |                          | (11)               | 0.0%         |
| 4600 Building improvements                   | 126                    | 0                     | (126)                    | 13,500                   | (13,626)           | 0.0%         |
| 4620 Music licences                          | 0                      | 437                   | 437                      |                          | 437                | 0.0%         |
| 4650 Tree & hedge maintenance                | 0                      | 306                   | 306                      |                          | 306                | 0.0%         |

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| 4670 Caretaker payroll                                 | 3,868                  | 5,850                 | 1,982                    |                          | 1,982              | 66.1%         |
| 4999 COVID-19 cost                                     | 2                      | 0                     | (2)                      |                          | (2)                | 0.0%          |
| Whitegrove Community Centre :- Indirect<br>Expenditure | <u>21,983</u>          | <u>22,075</u>         | <u>92</u>                | <u>13,500</u>            | <u>(13,408)</u>    | <u>160.7%</u> |
| Net Income over Expenditure                            | <u>(3,108)</u>         | <u>(1,075)</u>        | <u>2,033</u>             |                          |                    |               |
| <u>700 Memorial Ground Play Area</u>                   |                        |                       |                          |                          |                    |               |
| 4000 Rent  | 1                      | 1                     | 0                        |                          | 0                  | 100.0%        |
| 4250 Responsive maintenance                            | 233                    | 500                   | 268                      |                          | 268                | 46.5%         |
| 4254 Inspections                                       | 1,150                  | 1,226                 | 76                       |                          | 76                 | 93.8%         |
| Memorial Ground Play Area :- Indirect Expenditure      | <u>1,384</u>           | <u>1,727</u>          | <u>344</u>               | <u>0</u>                 | <u>344</u>         | <u>80.1%</u>  |
| Net Expenditure  | <u>(1,384)</u>         | <u>(1,727)</u>        | <u>(344)</u>             |                          |                    |               |
| <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        | <u>719</u>             | <u>0</u>              | <u>(719)</u>             | <u>0</u>                 | <u>(719)</u>       |               |
| Net Expenditure  | <u>(719)</u>           | <u>0</u>              | <u>719</u>               |                          |                    |               |
| <u>720 Quelm Allotments</u>                            |                        |                       |                          |                          |                    |               |
| 1420 Allotment rent                                    | 2,702                  | 2,461                 | (241)                    |                          |                    | 109.8%        |
| 1425 Allotment locker charge                           | 12                     | 0                     | (12)                     |                          |                    | 0.0%          |
| Quelm Allotments :- Income                             | <u>2,714</u>           | <u>2,461</u>          | <u>(253)</u>             |                          |                    | <u>110.3%</u> |
| 4015 Water & sewerage                                  | 0                      | 600                   | 600                      |                          | 600                | 0.0%          |
| 4050 Waste collection                                  | 1,025                  | 460                   | (565)                    |                          | (565)              | 222.8%        |
| 4060 Insurance   | 643                    | 437                   | (206)                    |                          | (206)              | 147.2%        |
| 4250 Responsive maintenance                            | 54                     | 100                   | 46                       |                          | 46                 | 54.1%         |
| 4805 Allotment - delivery costs                        | 4,123                  | 1,500                 | (2,623)                  |                          | (2,623)            | 274.9%        |
| 4810 Allotment - management costs                      | 60                     | 100                   | 40                       |                          | 40                 | 60.0%         |
| Quelm Allotments :- Indirect Expenditure               | <u>5,906</u>           | <u>3,197</u>          | <u>(2,709)</u>           | <u>0</u>                 | <u>(2,709)</u>     | <u>184.7%</u> |
| Net Income over Expenditure                            | <u>(3,192)</u>         | <u>(736)</u>          | <u>2,456</u>             |                          |                    |               |
| <u>730 Frost Folly</u>                                 |                        |                       |                          |                          |                    |               |
| 4250 Responsive maintenance                            | 646                    | 500                   | (146)                    |                          | (146)              | 129.2%        |
| 4252 Planned maintenance                               | 313                    | 2,000                 | 1,688                    |                          | 1,688              | 15.6%         |
| 4650 Tree & hedge maintenance                          | 0                      | 300                   | 300                      |                          | 300                | 0.0%          |
| Frost Folly :- Indirect Expenditure                    | <u>958</u>             | <u>2,800</u>          | <u>1,842</u>             | <u>0</u>                 | <u>1,842</u>       | <u>34.2%</u>  |
| Net Expenditure  | <u>(958)</u>           | <u>(2,800)</u>        | <u>(1,842)</u>           |                          |                    |               |

|                                   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|-----------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <u>790 Events</u>                 |                        |                       |                          |                          |                    |              |
| 4591 Parish calendar income       | 0                      | 500                   | 500                      |                          |                    | 0.0%         |
| Events :- Income                  | <u>0</u>               | <u>500</u>            | <u>500</u>               |                          |                    | <u>0.0%</u>  |
| 4570 Arts Week                    | 3,372                  | 3,250                 | (122)                    |                          | (122)              | 103.7%       |
| 4580 Summer of Fun event          | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0%         |
| 4585 Christmas tree               | 640                    | 1,200                 | 560                      |                          | 560                | 53.3%        |
| 4590 Warfield 125 activity        | 881                    | 1,200                 | 319                      |                          | 319                | 73.4%        |
| 4592 Parish calendar costs        | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |
| Events :- Indirect Expenditure    | <u>4,892</u>           | <u>10,150</u>         | <u>5,258</u>             | <u>0</u>                 | <u>5,258</u>       | <u>48.2%</u> |
| Net Income over Expenditure       | <u>(4,892)</u>         | <u>(9,650)</u>        | <u>(4,758)</u>           |                          |                    |              |
| Amenities & Environment :- Income | 45,875                 | 57,461                | 11,586                   |                          |                    | 79.8%        |
| Expenditure                       | 81,613                 | 86,706                | 5,093                    | 13,500                   | (8,407)            | 109.7%       |
| Movement to/(from) Gen Reserve    | <u>(35,738)</u>        |                       |                          |                          |                    |              |
| Grand Totals:- Income             | 268,405                | 280,169               | 11,764                   |                          |                    | 95.8%        |
| Expenditure                       | 271,436                | 280,169               | 8,733                    | 13,500                   | (4,767)            | 101.7%       |
| Net Income over Expenditure       | <u>(3,031)</u>         | <u>0</u>              | <u>3,031</u>             |                          |                    |              |
| Movement to/(from) Gen Reserve    | <u>(3,031)</u>         |                       |                          |                          |                    |              |



**ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

This report will follow.

**CONSIDERATION OF PLATINUM JUBILEE COMMUNITY GRANTS****1.0 Purpose**

- 1.1 This report contains the applications received for community grants to mark the Platinum Jubilee of HM The Queen.
- 1.2 Members are asked to consider the applications and make grant awards and authorise payment.

**2.0 Background**

- 2.1 In March 2022 council agreed to provide grants to local communities to host street parties or other events to mark the Queen's Platinum Jubilee.
- 2.2 A budget of up to £1,000 had been set and payments are permitted under s.137 Local Government Act 1972.
- 2.3 Council agreed that grants of £25 or £50 should be made and these would be overseen by the Finance & General Purposes Committee.
- 2.4 Applications for grants were open to all communities in Warfield and applications closed on 2 May.

**3.0 Applications received**

- 3.1 Seven applications were received. The parish office team have verified the applications are valid.

| Community                                     | Type of event          | Expected attendees |
|---|------------------------|--------------------|
| Abbey Place, Osborne Lane and Warfield Street | Party                  | 50-70              |
| All Saints Rise                               | Street Party           | 30                 |
| Cheshire Park                                 | Street Party           | 24                 |
| Osborne Lane                                  | Street Party/Big Lunch | 40                 |
| Plantagenet Park                              | Street Party           | 40                 |
| Top Common                                    | Street Party/Big Lunch | 25                 |
| Warfield Park                                 | Street Party/Big Lunch | 120                |

- 3.2 We have confirmed that the two events that cover Osborne Lane are separate events and not related.
- 3.3 Members are asked to consider the applications and either make an award of £25 or £50 or make no award. Due to time factors, decisions cannot be delayed.

#### **4.0 Recommendation**

Members are asked to consider each application and make an award

Members are asked to authorise the Clerk to make payment of the grants awarded.

**AUTHORITY TO PAY COMMUNITY GRANTS 2022****1.0 Purpose**

1.1 This report contains the community grants for 2022 approved as part of the budget process by the council earlier in the year. The committee is asked to approve payment of these approved grants.

**2.0 List of proposed payments**

2.1 The following awards are submitted for payment:

| <b>Applicant</b>           | <b>Approved grant</b> | <b>Payment made under</b>   |
|----------------------------|-----------------------|---|
| Keep Mobile – County Tours | <b>£1,486.39</b>      | Power to spend money on community transport schemes - Local Government and Rating Act 1997 s. 27 (1)(a) |
| South Hill Park Trust      | <b>£1,000.00</b>      | Provision of entertainment and support of the arts – Local Government Act 1972 s. 145 (1)(d)            |
| Warfield Memorial Ground   | <b>£8,000.00</b>      | Power to provide playing fields – Local Government (Miscellaneous Provisions) Act 1976 s.19 (3)(a)      |
| <b>Total</b>               | <b>£10,486.39</b>     |   |

| <b>Applicant</b>                            | <b>Grant recommendation</b> | <b>Payment made under</b>       |
|---|-----------------------------|---------------------------------|
| 1st Warfield Scout Group                    | £1,000.00                   | s.137 Local Government Act 1972 |
| 2nd Bracknell Scout Group                   | £750.00                     | s.137 Local Government Act 1972 |
| Assisting Berkshire Children to Read        | £1,000.00                   | s.137 Local Government Act 1972 |
| Berkshire Multiple Sclerosis Therapy Centre | £400.00                     | s.137 Local Government Act 1972 |
| Berkshire Vision                            | £400.00                     | s.137 Local Government Act 1972 |
| Bracknell & District Parkinson's Branch     | £250.00                     | s.137 Local Government Act 1972 |
| Bracknell North Guides                      | £600.00                     | s.137 Local Government Act 1972 |

|                                     |                   |                                 |
|-------------------------------------|-------------------|---------------------------------|
| Citizens Advice East Berkshire      | £1,250.00         | s.137 Local Government Act 1972 |
| Home Start Bracknell                | £500.00           | s.137 Local Government Act 1972 |
| Jealotts Hill Community Landshare   | £425.00           | s.137 Local Government Act 1972 |
| Pilgrims Hearts Trust               | £1,200.00         | s.137 Local Government Act 1972 |
| St Pauls Child Contact Centre       | £150.00           | s.137 Local Government Act 1972 |
| The Ark Trust CIO                   | £1,000.00         | s.137 Local Government Act 1972 |
| Warfield Cricket Club               | £2,000.00         | s.137 Local Government Act 1972 |
| Warfield Environment Group          | £440.00           | s.137 Local Government Act 1972 |
| Warfield Fete                       | £0.00             | s.137 Local Government Act 1972 |
| Warfield Park Community Association | £1,250.00         | s.137 Local Government Act 1972 |
| Warfield Parochial CC               | £1,000.00         | s.137 Local Government Act 1972 |
| Whitegrove Primary School           | £1,500.00         | s.137 Local Government Act 1972 |
| Youthline Ltd                       | £2,000.00         | s.137 Local Government Act 1972 |
| <b>Total</b>                        | <b>£17,115.00</b> |                                 |

### 3.0 Recommendation

3.1 Members authorise payment of the grants detailed in this report.

**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

|                                 |                |
|---------------------------------|----------------|
|                                 |                |
| Community Infrastructure Policy | June 2022      |
| Grant Awarding Policy           | June 2022      |
| IT policies                     | September 2022 |

**2.0 Next meeting**

The date of the next meeting will be on Tuesday 14 June 2022 at 7.45pm.