

NOTICE OF MEETING

Finance & General Purposes Committee

7.45pm on Tuesday 23 July 2019 at Parish Council Office

To Councillors

Ms Dulieu, Fitzwilliams, Strudley and Wilson

You are summoned to attend the meeting of the Finance & General Purposes Committee on Tuesday 23 July 2019 at 7.45pm

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



Jason Mawer

Clerk to the Council

AGENDA

Meeting of the Finance & General Purposes Committee

7.45pm on Tuesday 23 July 2019 at Parish Council Office

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.

| 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 25 June 2019 | 3 |
| 004 | Matters arising from the previous meeting | |
| 005 | Financial Report To consider and note the financial report to the end of June 2019 | 6 |
| 006 | Report from the Responsible Financial Officer to note the report from the Parish Clerk and receive any updates | |
| 007 | Payments Payments for authorisation will be tabled at the meeting | |
| 008 | Date of the next meeting The next meeting will be on Tuesday 27 August 2019 | 11 |
| 009 | Closure of the meeting | |

MINUTES OF THE PREVIOUS MEETING

held on **Tuesday 25 June 2019** at **7.45pm** in the **Warfield Parish Council Office**

Present: Councillors Ms Dulieu, Fitzwilliams, Strudley and Wilson.

In attendance: The Parish Clerk, Cllrs Mrs Collings & Mrs Wallen

As the immediate past chairman, Cllr Wilson took the chair for the election of the chairman

001. Election of Chairman

Cllr Wilson called for nominations for position of Chairman. Cllr Ms Dulieu nominated Cllr Wilson and this was seconded by Cllr Strudley. There being no other nominations, a vote was taken and Cllr Wilson was APPROVED by members to be the chairman for the municipal year.

002. Apologies for absence

There were no apologies for absence due.

003. Declarations of interest

No declarations of interests were made or requested.

004. Minutes of the previous meeting

The minutes of the meeting of 16 April 2019 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Fitzwilliams and the minutes were **APPROVED** by members present.

005. Matters arising from the previous meeting

The Clerk advised members that discussions with Tesco's agent regarding rent had taken place.

006. Financial Report

The Clerk circulated to members ahead of the meeting the Financial Report to the end of May 2019.

The Clerk responded to a question regarding loan repayments, advised that Bracknell Forest Council had chosen to collect loan repayments in one instalment annually rather than four quarterly instalments.

Members were advised that the S.137 payments showed an underspend at this stage as the budget included a donation for the poppy wreath.

Members asked the Clerk if additional information could be shown in the report to include the balance against budget.

007. Policies for consideration

The Clerk circulated to members ahead of the meeting draft policies for Absence Management and Equality & Diversity.

Members asked the Clerk to make some changes to the Absence Management policy to reflect the councils aim to be an employer of choice and incorporate other features.

Members reviewed the Equality & Diversity policy and asked the Clerk to make minor amendments.

The Clerk would bring both policies back to the committee for further review.

008. Banking mandate

The Clerk circulated proposals for the new banking mandate which included members of the Finance & General Purposes committee and the new Finance Officer. Additional signatories could be added later if required.

009. Report from the Responsible Financial Officer

The Clerk as RFO reminded members that the Financial Regulations had been updated at the May meeting of the council. The terms of reference for the committee would be brought back to the September meeting of the committee.

010. Payments

Payments were tabled at the meeting. They were proposed by Cllr Strudley, seconded by Cllr Ms Dulieu and APPROVED for payment.

Cheque Payments

| | | | invoice total |
|------|--------------------------|--------------------------------------|---------------|
| 4653 | ABA (Construction) Ltd | play area inspections | £21.18 |
| 4654 | Ascot Fire Protection | 6 month servicing | £231.60 |
| 4655 | Bracknell Pest Control | rodent inspections | £72.00 |
| 4656 | Bracknell Town Council | Canopy delivery | £24.00 |
| 4657 | Circle Cleaning Services | contract cleaning | £824.00 |
| 4658 | Claire Connell | Internal audit services | £232.50 |
| 4659 | In 2 Sport | sports club provision | £216.00 |
| 4660 | Suds Window Cleaning | window cleaning for halls and office | £168.00 |
| 4661 | Tesco Stores Ltd | invoiced rent for Q2 and insurance | £3,042.98 |
| 4662 | Daniel Bishop | mileage and float replenishment | £227.66 |
| | | | £5,059.92 |

011. Date of the next meeting

The date of the next meeting would be agreed at the annual meeting but was provisionally set as 23 July 2019.

012. Closure of the meeting

There being no further business the meeting closed at 9.14pm

FINANCIAL REPORT TO END OF JUNE 2019

1.0 Purpose of this report

1.1 This report contains the financial report to the end of June 2019. It contains the usual financial data, with the appropriate commentary where budget lines show a variance of 15% or more. This report covers the period to 30 June 2019 of the financial year.

2.0 Balances

2.1 As at 31 May, the councils reconciled bank account balances were as follow:

| | Balance as per bank statement | Balance less unrepresented payments | |
|---|-------------------------------|-------------------------------------|---|
| Lloyds Current Account | 16,988.29 | 11,236.81 | |
| Lloyds Deposit Account (instant access) | 407,465.13 | 407,465.13 | |
| Lloyds 32-day Deposit Account | 132,253.84 | 132,253.84 | |
| CCLA Public Sector Fund | 0.00 | 0.00 | |
| Caretakers Float | 50.00 | 50.00 | * |
| Total | 556,757.26 | 551,005.78 | |

*not reconciled at last period end

2.2 Bank Account Transfers in the period

| Date | From | To | Value |
|-------------|----------------|----------------|---------|
| 6 June 2019 | Lloyds Current | Lloyds Deposit | £20,000 |

2.3 The councils balance sheet as at 30 June 2019 was as follows:

Balance Sheet as at 30 June 2019

| Current Assets | £ | £ | £ |
|--------------------------|----------|----------|----------------|
| Debtors | 6,231 | | |
| VAT Control Account | 3,069 | | |
| Prepayments ¹ | 1,972 | | |
| Lloyds Current | 11,237 | | |
| Lloyds Deposit | 407,465 | | |
| Lloyds 32-day Deposit | 132,254 | | |
| CCLa Public Sector Fund | 0 | | |
| Caretakers float | 50 | | |
| | 562,278 | | |
| Total Assets | | | 562,278 |

Current Liabilities

| | | |
|-----------------------|-------|--------------|
| Accruals ² | 5,469 | |
| | | 5,469 |

Total Assets less Current Liabilities **556,809**

| Represented by | £ |
|-------------------------------|----------------|
| General Reserves | 287,763 |
| Reserves – CIL | 155,737 |
| Reserves – Elections | 5,000 |
| Reserves – Neighbourhood Plan | 5,000 |
| Reserves – Parish Facilities | 25,000 |
| Reserves – Whitegrove CC | 2,000 |
| Reserves – Brownlow Hall | 44,475 |
| Reserves – Frost Folly upkeep | 23,834 |
| | 556,806 |

1 prepayments figure is for insurance share for year 2019/20

2 accruals are made up of £5,400 for office service charges not charged.

3.0 Financial Report

- 3.1 The financial report showing the income and expenditure to 30 June 2019 is attached.
- 3.2 There are no significant variations (+15%) to report
- 3.3 Members should note that (4010) heating and light is in credit due to the carryover balance from 2018/19 relating to Whitegrove energy costs not being billed. Likewise (4600) Building improvements shows a credit from the carry over amount relating to the refurbishment of the Parish Office.

4.0 Recommendation

- 4.1 Members are asked to note the content of this report. Members are reminded that advance site of questions to the Clerk relating to this report will allow for answers to be given at the meeting.

Detailed Income & Expenditure by Account 28/06/2019

Month No : 3

Account Code Report

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| <u>Expenditure Detail</u> | | | | | | |
| 4000 Rent | 4,626 | 25,976 | 21,350 | | 21,350 | 17.8 % |
| 4010 Heat & Light | -1,017 | 10,423 | 11,440 | | 11,440 | -9.8 % |
| 4015 Water | 881 | 1,437 | 556 | | 556 | 61.3 % |
| 4025 Telephone & Broadband | 380 | 1,364 | 984 | | 984 | 27.9 % |
| 4030 Postage | 99 | 209 | 110 | | 110 | 47.1 % |
| 4035 Stationery | 299 | 730 | 431 | | 431 | 41.0 % |
| 4036 Office printing | 0 | 782 | 782 | | 782 | 0.0 % |
| 4040 Contract Cleaning | 94 | 12,264 | 12,171 | | 12,171 | 0.8 % |
| 4045 Cleaning Materials | 184 | 915 | 731 | | 731 | 20.1 % |
| 4050 Waste management | 582 | 2,214 | 1,632 | | 1,632 | 26.3 % |
| 4060 Insurance | 223 | 4,579 | 4,356 | | 4,356 | 4.9 % |
| 4080 Audit Fees | 583 | 1,888 | 1,306 | | 1,306 | 30.9 % |
| 4085 Legal Fees | 0 | 2,000 | 2,000 | | 2,000 | 0.0 % |
| 4090 Memberships | 0 | 2,260 | 2,260 | | 2,260 | 0.0 % |
| 4095 The Wren | 0 | 3,705 | 3,705 | | 3,705 | 0.0 % |
| 4100 Other Resident Communications | 270 | 700 | 430 | | 430 | 38.5 % |
| 4105 Website | 1,019 | 3,500 | 2,481 | 1,500 | 981 | 72.0 % |
| 4110 IT Hardware | 30 | 500 | 470 | | 470 | 6.0 % |
| 4115 IT Software | 0 | 250 | 250 | | 250 | 0.0 % |
| 4120 Training | 107 | 2,000 | 1,893 | | 1,893 | 5.3 % |
| 4125 IT licences | 0 | 1,340 | 1,340 | | 1,340 | 0.0 % |
| 4130 RBS licences | 0 | 1,285 | 1,285 | | 1,285 | 0.0 % |
| 4135 Data Protection | 416 | 535 | 119 | | 119 | 77.8 % |
| 4200 Jealotts Hill Comm Lshare | 8,424 | 8,424 | 0 | | 0 | 100.0 % |
| 4205 Frost Folly | 0 | 2,500 | 2,500 | | 2,500 | 0.0 % |
| 4210 BFC Loan Repayment | 0 | 8,191 | 8,191 | | 8,191 | 0.0 % |
| 4215 Planning & Development Issues | 12 | 200 | 188 | | 188 | 6.0 % |
| 4216 Speed awareness | 0 | 150 | 150 | | 150 | 0.0 % |
| 4225 Youth Provision | 180 | 2,570 | 2,390 | | 2,390 | 7.0 % |
| 4230 Green Waste Sack Purchases | 500 | 800 | 300 | | 300 | 62.5 % |
| 4250 Repairs & Maintenance | 466 | 11,200 | 10,734 | | 10,734 | 4.2 % |
| 4260 Equipment purchase | 433 | 3,100 | 2,667 | | 2,667 | 14.0 % |
| 4320 Rights of Way Management | 0 | 2,200 | 2,200 | | 2,200 | 0.0 % |
| 4325 Lily Hill Park | 0 | 5,300 | 5,300 | | 5,300 | 0.0 % |
| 4330 Disabled Go | 0 | 150 | 150 | | 150 | 0.0 % |
| 4350 Salaries | 13,794 | 68,590 | 54,796 | | 54,796 | 20.1 % |
| 4355 Pensions | 1,344 | 8,700 | 7,356 | | 7,356 | 15.5 % |
| 4360 PAYE & NI | 778 | 4,800 | 4,022 | | 4,022 | 16.2 % |
| 4365 Expenses | 4 | 250 | 246 | | 246 | 1.7 % |
| 4380 Chairman's Allowance | 0 | 300 | 300 | | 300 | 0.0 % |

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Detailed Income & Expenditure by Account 28/06/2019

Month No : 3

Account Code Report

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| 4381 Election costs | 0 | 16,500 | 16,500 | | 16,500 | 0.0 % |
| 4385 Replacement chain of office | 0 | 1,500 | 1,500 | | 1,500 | 0.0 % |
| 4400 Section 137 | 11,610 | 11,640 | 30 | | 30 | 99.7 % |
| 4405 Memorial Ground | 7,500 | 7,500 | 0 | | 0 | 100.0 % |
| 4410 St Michaels PCC (graveyard) | 1,000 | 1,000 | 0 | | 0 | 100.0 % |
| 4415 Keep Mobile | 500 | 500 | 0 | | 0 | 100.0 % |
| 4420 South Hill Park | 1,000 | 1,000 | 0 | | 0 | 100.0 % |
| 4560 NP Cycle Ride | 0 | 200 | 200 | | 200 | 0.0 % |
| 4565 Vegetable Take & Grow | 105 | 200 | 95 | | 95 | 52.3 % |
| 4570 Arts Week | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4575 Annual Gardening Competition | 0 | 150 | 150 | | 150 | 0.0 % |
| 4580 Summer of Fun Event | 0 | 4,000 | 4,000 | | 4,000 | 0.0 % |
| 4585 Christmas decorations | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4600 Building Improvements | 79 | 14,500 | 14,421 | 13,500 | 921 | 93.6 % |
| 4620 Licences | 12 | 1,600 | 1,588 | | 1,588 | 0.8 % |
| 4650 Trees & Hedges | 315 | 1,600 | 1,285 | | 1,285 | 19.7 % |
| 4655 Hanging Baskets | 315 | 312 | -3 | | -3 | 101.0 % |
| 4670 Caretaker Payroll | 2,541 | 10,968 | 8,427 | | 8,427 | 23.2 % |
| 4685 Cottage Maintenance | 250 | 500 | 250 | | 250 | 50.0 % |
| 4690 Cottage management fee | 0 | 600 | 600 | | 600 | 0.0 % |
| 4700 Inspections | 584 | 6,291 | 5,708 | | 5,708 | 9.3 % |
| 4805 Allotment - delivery costs | 931 | 20,000 | 19,069 | 5,141 | 13,928 | 30.4 % |
| 4810 Allotment - management costs | 200 | 1,000 | 800 | | 800 | 20.0 % |
| 4900 Other Costs | 117 | 1,000 | 883 | | 883 | 11.7 % |
| Total OverHead | 61,769 | 314,842 | 253,073 | 20,141 | 232,932 | 26.0 % |
| <u>Income Detail</u> | | | | | | |
| 1076 Precept | 97,500 | 194,000 | -96,500 | | | 50.3 % |
| 1090 Interest Received | 283 | 1,304 | -1,021 | | | 21.7 % |
| 1120 Green Sack Sales | 80 | 800 | -720 | | | 10.0 % |
| 1400 Hire - Regular Users | 7,754 | 45,500 | -37,746 | | | 17.0 % |
| 1410 Hire - Casual Users | 1,444 | 13,500 | -12,056 | | | 10.7 % |
| 1430 The Cottage | 856 | 10,600 | -9,745 | | | 8.1 % |
| 1440 Sub Station Rent | 0 | 500 | -500 | | | 0.0 % |
| 1800 CIL Income | 201,027 | 0 | 201,027 | | | 0.0 % |
| 1920 Craft Fair Income (Arts Week) | 90 | 0 | 90 | | | 0.0 % |
| Total Income | 309,033 | 266,204 | 42,829 | | | 116.1 % |

Detailed Income & Expenditure by Account 28/06/2019

Month No : 3

Account Code Report

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| Total Expenditure | 61,769 | 314,842 | 253,073 | 20,141 | 232,932 | 26.0 % |
| Total Income | 309,033 | 266,204 | 42,829 | | | 116.1 % |
| Net Expenditure over Income | -247,264 | 48,638 | 295,902 | | | |

DATE OF THE NEXT MEETING

The next meeting of the council will be on Tuesday 27 August at 7.45pm