



Sherfield Park Parish Council (SPPC)
Finance Committee Meeting held at Sherfield Park Community Centre
at 7.30pm on Wednesday 23rd January 2019

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Cllr. Gordon (Chair)	✓		
Cllr. Bowyer		✓	
Cllr. Goodenough	✓		
Cllr. Vaux		✓	

Also in attendance: Clerk (S. Vaux) who took the minutes. There were no members of the public in attendance

- 190101 **To receive and accept apologies of absence**
 Apologies were received from Councillor Bowyer (unwell), and Cllr Vaux (Work commitments). Cllr Rouse was who previously a member of this committee stepped down from this committee after the Full Council meeting on 16th January. Cllr Christmas, who was previously a member of this committee resigned from the Full Council prior to the meeting held on 16th January.
- 190102 **To receive any declarations of interest relevant to items on this agenda.**
 No declarations of interest were received.
- 190103 **To sign as a correct record, the minutes of the finance committee meeting held on 24th October 2018**
 As the committee was not quorate the minutes could not be signed. It was agreed by the two councillors present that the minutes should be presented at the next meeting of the full council on 13th February.
- 190104 **Public Participation session – 15 minutes**
 There was no participation from the public
- 190105 **To note the current financial situation and receive comments from the RFO (The Clerk)**
 The present financial situation report and comments were accepted by the councillors present and are attached as Appendix 1. These figures were also presented at the Full Council Meeting held on 16th January.
- 190106 **To compare the actual spend for the year to date against budget, and receive comments from the RFO (The Clerk)**
 The year to date receipts and spending report was accepted by the councillors, and is attached as appendix 2.

190107 **To receive a report from the RFO of the cost breakdown of the Parish office development (todate).**

190108 **To receive and review an updated Asset Register for the Council.**

The format of the draft asset register presented by the Parish Clerk was considered appropriate, and it was agreed that the clerk should spend time to enter the accurate costs of all assets as soon as possible. The Councillors suggested that the sheet should also indicate the size of reserves that the Council should build up to replace assets reaching the end of their economic life, and that a proposal should be brought to the Full Council advocating the development of an appropriate category of reserves as soon as possible.

There being no further business, the meeting closed at 20.10.

Appendix 1

Current Financial position – December 2018

<u>Monthly sheet December 2018</u>			
		Balance Bought Forward	84,724.19
		Rebate from SSE	1,342.69
		Interest	11.18
			86,078.06
EP	Viking	Stationery/Office supplies	£48.30
EP	Viking	Flip Chart Easel	£47.99
EP	Minuteman Press	LUSP Leaflet Printing	£108.00
EP	S Vaux	Expenses	£106.58
EP	HALC	Clerk Training (Finance)	£90.00
Cheque	Mr Roy Taylor	Provision of casual labour	£25.00
EP	HMRC	Staff Tax & NI	£126.36
EP	Staff Salary	Parish Clerk	£670.64
EP	Staff Salary	Litter Warden	£147.17
			1,370.04
		Balance as at 31st December 2018	84,708.02
		Current Account Balance	18,851.70
		Deposit	65,856.32

The Parish's cash situation at end December 2018 was comfortable, with almost £19,000 in the current account compared to £13,442 at the end of the last financial year, and almost £65,900 in the savings account vs £65,800 at the start of April . No drawings have been made from the savings account during the year, and it is hoped that a reduction in these reserves can be avoided over the next three months.

The year-end current account balance is however likely to be lower by end March 2019 than the year previously, and the 2019-20 budget, approved at the Full Council meeting on 16th January envisages a limited reduction in reserves to avoid any increase in the precept, whilst still increasing Parish Council activities. The ability to do this has come about both as a result of larger receipts than expected in 2018-19, and careful monitoring of cash/underspends in most areas. Details of the cash inflows and outgoings are noted in Agenda Item 190106, which follows.

Appendix 2

SHERFIELD PARK PARISH COUNCIL									
SUMMARY RECEIPTS & PAYMENT ACCOUNT									
3rd QUARTER ENDED 31 DECEMBER 2018									
Annual Budget	Actual to date vs Budget		Figures exclusive of VAT				Latest Estimate		
			£	£	£	£	Total £	Variance £	% Variance
			Q3	YTD	Q3	YTD			
		RECEIPTS							
39,220	100%	Precept	-	39,220.00			39,220.00	-	0%
10	668%	Bank Interest	42.20	66.83			95.00	85.00	850%
3,300	642%	Other (Inc VAT refunds)	4,565.96	21,190.59			22,750.00	19,450.00	589%
42,530	142%	TOTAL RECEIPTS			4,608.16	60,477.42	62,065.00	19,535.00	46%
		PAYMENTS							
11,000	81%	Net Salaries & Allowances (Oct-Dec 0)	2,719.85	8,911.84			11,000.00	-	0%
100	170%	Clerk's Expenses Net VAT (Oct-Dec 0)	2.25	169.67			200.00	100.00	100%
1,500	48%	Administration	132.86	726.41			1,200.00	- 300.00	-20%
100	0%	Chairman's Allowance	-	-			-	100.00	-100%
7,500	5%	Repairs & Maintenance	251.09	401.09			3,000.00	- 4,500.00	-60%
1,500	42%	Insurance Premium	-	623.38			700.00	- 800.00	-53%
12,000	70%	Grants & Donations:	5,372.30	8,418.54			10,000.00	- 2,000.00	-17%
-		Section 137	-	613.54			1,000.00	1,000.00	
1,120	54%	Training	75.00	609.07			1,000.00	- 120.00	-11%
1,200	24%	Hall Hire	81.00	291.75			400.00	- 800.00	-67%
1,500	32%	Audit Fees	240.00	480.00			600.00	- 900.00	-60%
1,500	34%	Subscriptions	-	510.00			800.00	- 700.00	-47%
3,250	3%	Publications (LCR)	90.00	90.00			1,000.00	- 2,250.00	-69%
3,250	9%	Website & Communications	-	297.94			2,000.00	- 1,250.00	-38%
20,000	135%	Office Development	4701.06	27,096.75			30,000.00	10,000.00	50%
		Miscellaneous	-	34.82			250.00	250.00	
-		VAT on payments	1,530.48	6,226.26			8,000.00	8,000.00	
65,520		TOTAL PAYMENTS			12,476.04	55,501.06	71,150.00	5,630.00	9%
		BALANCE BROUGHT FORWARD on 01/10/18				94,795.75			
		ADD Total Receipts (as above)				4,608.16			
		LESS Total payments (as above)				15,195.89			
		Balance Carried forward 31/12/18				84,208.02			
These cumulative funds are represented by:									
		Current Account Balance	18,851.70						
		Less: Cheques drawn but not debited as at 31.12.18 (No 102)	500.00						
		Deposit Bank Account Balance	65,856.32						
		Other Account	-						
						84,208.02			

Comments on the Year to date

With $\frac{3}{4}$ of the financial year now over, the following highlights should be noted in the Receipts and Payments account at the end of Q3:

- “Other” income has been much larger than budget, which has enabled the Parish to be in a far better cash position than expected. This is helped by:
 - A far higher receipt of VAT refunds than was expected (Budget Nil vs actual YTD £6,226);
 - The section 106 grant from BDBC to help pay for the building of the Parish office (Budget Nil vs actual £12,820.77); and
 - The continuation of the grant from BDBC to fund the litter warden’s salary (Budget Nil vs Actual £2035.80).
- On the expenditure side the only significant overspend has been the total cost of the development of the Parish Office, with all the other larger cost headings being at or below budget. The latest estimate of the total spend on the Office development is approximately 35% higher than expected, to accommodate the connection of the utilities, a more substantial foundation than planned, and the purchase of furniture and fittings. That estimate will still likely see a net spend that is less than planned thanks to the Section 106 grant noted above, which was not certain when the budget was set in late 2107/early 2018. A project cost report for the position at end December and an estimate of further costs to complete work will be presented later in the meeting.
- The overall latest estimate for income for the year is circa £62,000 vs an estimated final gross spend of circa £71,000 or £63,000 net after VAT refunds have been received. This should leave the Parish’s current account in a good state even after significant planned additional spending before end March on:
 - cleaning and making repairs to the bus shelters;
 - updating the website and improving parish communications.

S Vaux

RFO/Parish Clerk

21st January 2018