

**Sherfield Park Parish Council (SPPC)**  
**Finance Committee Meeting held at Sherfield Park Parish Office**  
**at 7.00pm on Wednesday 17<sup>th</sup> April 2019**

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

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

- 190401     **To receive and accept apologies of absence**  
All committee members were present
- 190402     **To receive any declarations of pecuniary interest relevant to items on this agenda.**  
No declarations of pecuniary interest were received.
- 190403     **To sign as a correct record, the minutes of the finance committee meetings on 23<sup>rd</sup> January 2019**  
The minutes of the finance committee meeting held on 23<sup>rd</sup> January 2019 were signed as a true record of the two meetings by the Chairman, Cllr Gordon.
- 190404     **To consider & note any matters arising**  
It was noted and agreed by the committee that as the meeting on 23<sup>rd</sup> January had not been quorate that the committee should also consider the minutes of the meeting of 24<sup>th</sup> October 2018. These minutes were also unanimously accepted and signed by the Chairman, Cllr Gordon.
- 190405     **Public Participation session – 15 minutes**  
As no members of the public attended, there were no comments to record.
- 190406     **To note the year-end financial situation prior to preparation of the annual returns for presentation to ans review by the council’s internal and external auditors.**  
The Clerk had presented the following documents prior to the meeting:
  - A draft of all four of the council’s quarterly receipts ledger summaries;
  - A draft of the Year-end Receipts & Payments summary; and
  - A Draft of the Parish’s “Year End Returns”.

The councillors noted a number of errors and instructed the clerk to represent these documents at the next Full Council meeting for adoption. Particular issues included:

- An error in the “Brought Forward” figures in the 4<sup>th</sup> Quarter ledger;
- Incorrect alignments of actual vs budget figures in the year end Receipts and Ledger Summary; and
- Incorrect comparisons between the 2017-18 and 2018-19 Receipts and Payments.

The Councillors were however reassured that these errors were only typographic after confirming that the bank balances reconciled satisfactorily with the end year ledger figures.

190407 **To present and accept the revised annual budget breakdown after taking account of the council’s amended VAT budgeting procedures**

The Councillors unanimously accepted the revised council budget, which is attached as Appendix 1.

190408 **To receive a final cost breakdown for the office development**

It was agreed that the clerk should present the figures again at the next Full Council Meeting and reformat the table to express Budget vs Actual figures with comments on variations. The cost categories should also be amended slightly to show:

- Building costs including civil works;
- Services (Power, Phones & Broadband)
- Office Fixtures & Fittings

This final report should also note that the building developed was significantly larger than originally proposed due to the pressure for space at the SPCC.

The revised format is shown in Appendix 2.

190409 **To receive and agree the updated Asset Register for the Council at end March 2019.**

The draft presented was discussed and the councillors agreed that the Council needed to develop a more appropriate depreciation/valuation policy to ensure that insurance costs are not excessive. The Clerk was therefore instructed to seek advice from other nearby council’s before publishing an updated version. It was also suggested that the council should adopt the approach that certain most would have an end of life value, and that this would vary depending on the type of asset. The Clerk and Cllr Beattie, who is an accountant by training were asked to meet and develop this before presentation to the next full council meeting on May 8<sup>th</sup> 2019.

190410

**Other Matters**

1. It was requested that the Clerk should write to Mr John Readman, the volunteer letter collector thanking him for his activity within the Parish and beyond, and to ask if he would mind if this was publicised on the Parish Website and Facebook page.
2. All Councillors and the Clerk were strongly advised to read relevant sections of the recently distributed "Governance and Accountability Practitioners Guide" prior to its adoption by the parish at the Annual Meeting on 8<sup>th</sup> May.
3. A task and finish work group comprising Cllrs Gordon, Beattie and The Clerk will meet on Tuesday 14<sup>th</sup> May to review all financial documentation, prior to the annual visit of the internal auditor.
4. The Clerk to send all councillors updated contact details and the existing proposed dates for full council, and finance meetings.

**There being no further business, the meeting closed at 20.15**

## Appendix 1- REVISED 2019-20 PARISH BUDGET

<b>Sherfield Park Parish Council</b>				
<b>2019-20 Draft Budget</b>				
<b>Final (including Revised VAT Policy)</b>				
	<b>2018-19</b>			
For year	Budget	Latest Est	Parameters for 2019-20	Totals 2019-20
<b>RECEIPTS</b>				
Precept	39,220	39,220	No increase requested as expenditure well controlled 2018-19	39,220
Interest	10	70	No significant changes	50
Litter Warden Grant	-	2,056	Assumes 3% inflation increase as per BDBC guidance	2,340
S106 grant	12,000	12,821	2018-19 grant for parish office - no grant anticipated 2019-20	-
VAT refunds	3,300	7,500	Refunds reduced in 2019-20 as no major capital projects	3,000
Transfer from reserves			Re allocation unused capital allocation - avoids precept increase	7,100
<b>Total income</b>	<b>54,590</b>	<b>61,647</b>		<b>51,710</b>
<b>RECURRENT EXPENDITURE PAYMENTS (Net of VAT)</b>				
Salaries & Allowances	11,000	11,500	Litter warden & Clerk - possible adjustments/locums	11,000
Clerks expenses	100	250	Primarily travel costs (training etc)	280
Administration	1,500	1,500	Includes software, office consumables etc	1,250
Chairman's Allowance	100	100		100
Repairs & Maintenance	7,500	4,000	Bus Shelters, Office maintenance, long term materials etc	3,600
Insurance	1,500	1,000	Provision for marginal increase	700
Grants & Donations	12,000	12,000	Proposed increase to encourage more organisations to seek grants	15,000
Section 137 payments	-	2,000	Terrace regeneration/contingency	2,500
Training	3,120	1,500	7 Councillors & clerk x 2 courses at £80 each	1,100
Hall Hire	1,200	500	Hire of Garden Room x 10 hrs	250
Audit Fees	1,500	700	Provision for marginal increase / internal auditor changes	900
Subscriptions	1,500	1,000	HALC & NALC - CCTV storage & Document backup etc	800
Publications	3,250	2,000	Newsletters x 4 & publication of Parish calendar	2,180
Traffic control equipment			Purchase of Speed monitoring eqpt	3,500
Office equipment			Purchase of As Printer, Projector, CCTV & Alarm for office	3,000
Miscellaneous	4,250	2,000	Contingency	400
IT - inc Website refresh, Domain charge & backup			Ongoing costs plus refresh project provision	800
Emergency Plan supplies			Provision once plan finalised	850
Electricity & Telephone		500	Broadband @ £1.50 pcm & Electricity @ £1.5 pcm estimated	500
VAT				3,000
<b>TOTAL</b>	<b>46,520</b>	<b>40,550</b>		<b>48,710</b>
<b>CAPITAL WORKS</b>				
Office Development (including utilities)	21,500	28,000	Office due to be completed February 2019	-
<b>Reserves</b>				
Provision for Election Costs	4,000	4,000	Confirmed 20/11 BDBC responsibility so reserve not required	-
Provision for Playground refurbishment	7,500	7,500	Not required - BDBC responsibility. Reassigned to allotment fund etc.	-
Provision for purchased land for allotments			Provision reallocated from Playground reserve	5,000
Provision for widening areas			Provision reallocated from Playground reserve	2,500
Provision for other Capital projects	5,000	2,000	Noticeboard & Gateway Projects	9,000
Construction of Office	20,000	15,179	Project part offset by S106 grant	-
6 mth running cost reserve	20,000	20,000	Provision increased as annual spend increased	25,000
<b>TOTAL</b>	<b>56,500</b>	<b>48,679</b>	Reserve reduced for office project completed	<b>41,500</b>

## Appendix 2

<b>SHERFIELD PARK PARISH COUNCIL</b>						
<b>Office Project expenditure 2018-19 to date</b>						
Cost Category	Budget #	Actual T/D*	Pending	L.Estimate	Difference	Comments
Building & Foundations	20,000.00	20,698.80	1,390.00	22,088.80	2,088.80	Larger building with more substantial foundations required
Services (Power & Broadband)	-	2,083.76	-	2,083.76	2,083.76	Broadband cable installation and electrical installation
Furniture, flooring & Equipment	-	3,015.24	-	3,015.24	3,015.24	Increased by larger size. Reguced hall rental will compensate
Other Costs	-	2,546.16	4,150.00	6,696.16	6,696.16	Building control charges, security systems, landscaping
<b>TOTAL</b>	<b>20,000.00</b>	<b>28,343.96</b>	<b>5,540.00</b>	<b>33,883.96</b>	<b>13,883.96</b>	
Less (unbudgeted) S106 Grant		12,800.00				
<b>Net Cost to Parish</b>	<b>20,000.00</b>	<b>15,543.96</b>	<b>5,540.00</b>	<b>21,083.96</b>	<b>1,083.96</b>	
<b>NOTES:</b>						
* - as at end March 2019						
# - assumed 100% would come from reserves. Net cost to Parish reduced by £12,800 grant from S106 funds						
<b>Pending Items to come from 2019-20 budget include:</b>						
Landscaping required by Croudace						
Security systems (Cameras, alarms & deterrents)						
Projector & Screen for use at public meetings						
Additional Notice board						

**ITEM 170706 – QUARTER ONE SPEND AGAINST BUDGET**

Annual Budget	Actual-v-Budget (Total)	RECEIPTS	Figures shown exclusive of VAT	
			£	£
		<b>RECEIPTS</b>		
<b>£39,220</b>	50.00%	<b>Precept</b>	<b>£19,610.00</b>	
£50	44.04%	Interest	£22.02	
£2,340	91.22%	Litter Warden Grant	£2,134.60	
£0	0.00%	S 106 grant	£0.00	
£3,000	14.94%	VAT refunds	£448.23	
£7,100	0.00%	Transfer from reserves	£0.00	
£0	0.00%	Other Receipts		
<b>£12,490</b>	20.86%	<b>Total other receipts</b>	<b>£2,604.85</b>	
<b>£51,710</b>	42.96%	<b>TOTAL RECEIPTS</b>		<b>£22,214.85</b>
<b>PAYMENTS</b>				
£11,000	25%	Net Salaries & Allowances (Apr - June 2018 )	£2,759.46	
£0	0%	Pension Contributions	£0.00	
£280	0%	Clerk's Expenses	£0.00	
£100	0%	Chairman's Allowance	£0.00	
£1,250	33%	Administration	£412.50	
£3,600	19%	Repairs & Maintenance	£678.83	
£700	72%	Insurance Premium	£507.11	
£15,000	14%	Grants	£2,066.30	
£2,500	0%	Section 137	£0.00	
£1,100	0%	Training	£0.00	
£250	13%	Hall Hire	£31.50	
£900	36%	Audit Fees	£320.00	
£800	70%	Subscriptions	£556.00	
£2,180	4%	Publications (LCR)	£95.00	
£3,500	0%	Traffic Control/Speed Monitoring	£0.00	
£3,000	124%	Office Equipment includes fixtures and fittings	£3,711.13	
£800	29%	Website/IT	£235.10	
£850	0%	Emergency Planning	£0.00	
£500	62%	Electricity & Telephone	£309.67	
£400	0%	Miscellaneous	£0.00	
£3,000	31%	VAT on payments	£941.62	
<b>£51,710</b>		<b>TOTAL PAYMENTS</b>		<b>£12,624.22</b>
BALANCE BROUGHT FORWARD on 01/04/2019				£77,541.73
ADD Total Receipts (as above)				£22,214.85
LESS Total payments (as above)				£12,624.22
<b>Balance Carried forward 30/06/2019</b>				<b>£87,132.36</b>



**SHERFIELD PARK PARISH COUNCIL SMALL GRANT REQUEST**

This form is to be used for any request for financial support under the amount of £250.

Please note following are not eligible for support:

- Individuals or Private Business projects
- Projects that are the prime responsibility of other statutory authorities
- Projects that improve or benefit privately owned land
- Retrospective applications

1 Name of persons or organisation making the application:	
2 Name and address of applicants	
3 Contact Email address	
4 Contact Telephone number	
5 Is the organisation a Registered Charity?	Yes / No
If yes, please provide the Registered Charity number:	
6 Amount of grant requested:	£
7 Details of the Grant including: <ul style="list-style-type: none"> <li>• What is the overall purpose</li> <li>• What will be purchased with this grant</li> <li>• When funding will be required</li> </ul>	
8 Who will benefit from the project?	
9 Approximately how many residents of Sherfield Park will benefit from this grant?	
10 If the total cost of the project is more than the grant, how will the rest be financed?	
11 Have you applied for other grants for the same purpose from the parish council?	

Please use a separate sheet of paper to submit any other information which you feel will support this application. Attached: Yes/No

I declare to the best of my knowledge, that the information given on this form is true and correct.

Signed.....Date.....

Sherfield Park Parish Council use only:

Dates:- Application received: .....Finance Committee: ..... Full Council: .....

Grant awarded: Yes/No If yes, amount awarded: .....

Date paid:



## GRANT AWARDING POLICY

Sherfield Park Parish Council sets aside a budget each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards for financial assistance.

To qualify for a grant, an organisation must first complete a grant application form and submit it to the Parish Clerk. The applicant must be able to demonstrate that any funding provided by the Parish Council will be commensurate to the benefit to the Parish, or its inhabitants, by improving services and facilities for residents of the Parish and promote the community. The Parish council will consider each application on its individual merits and eligibility. Only one application per year will be accepted from any organisation and a grant awarded is not an indication that funding will be continued in future years and organisations should not therefore presume that funding will continue. The Grant Policy will be reviewed annually.

The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to the Sherfield Park Parish.

All organisations applying for financial assistance must have an accounting system and dedicated bank account and be providing a service and benefit to the community, with evidence that the organisation is located in or provides services to the parish of Sherfield Park. The Parish Council requires proof of financial sustainability and viability of the organisation, with details on the funds held by the organisation, the project budget and how, where and when the grant will be spent.

Other factors that the Parish Council will take into account when considering a grant application include;

- Whether the Parish Council has the power to make this grant
- Whether the applicant has demonstrated some degree of fundraising on a “self-help” basis and the financial need of the organisation
- Level of benefit or value that the donation will make to the parish
- Whether the group has received a donation in the past.
- Whether the applicant has applied to other bodies for funding for the same project.

All grant applications will be assessed for eligibility in accordance with the requirements of this policy by the Clerk. It will then be presented to the next available Finance Committee for consideration, who will then make a recommendation to Full Council, who will make the final decision. Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application. Successful applicants will receive payment following its approval at the Full Council meeting. Grants will be paid by cheque, made out to the named organisation. Grants will not be made retrospectively and cannot be made to individuals.

Grants and donations must be spent within one year of award. Any unspent monies left after this time must be returned.

Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements.

Should for any reason the organisation disband or the project not be completed the Council may ask for all or part of the monies to be repaid.

Note:

Once submitted this application and supporting financial documents will be circulated to the Council and considered a public document. Should you require that any information contained in either the application or the supporting documents to remain confidential, please attach a note to explain which items must remain confidential, and why.

## **PROCEDURE**

1	Grant requests must be supported by a completed Sherfield Park Parish Council Grant Application Form.
2	Completed application forms and the supporting documentation should be emailed to the Parish Clerk at the email address below.
3	The Parish Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.
4	If successful, the grant is made in a single payment.
5	After the grant has been awarded, the Parish Council requires feedback in the form of a statement of how the money was used.
6	Details of which organisations have received a grant during the year are included in the Finance report given at the Annual Parish Assembly each year.

If you require any further information, please contact the Clerk on [clerk@sherfieldparkparishcouncil.gov.uk](mailto:clerk@sherfieldparkparishcouncil.gov.uk)

## SHERFIELD PARK PARISH COUNCIL GRANT APPLICATION FORM

Please read the Parish Council's policy and procedures for awarding grants before completing this form. Please use a continuation sheet where necessary. The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to Sherfield Park Parish.

1	Name of organisation making the application:	
2	A short description of organisation (principle aims and objectives) and when was it formed:	
3	Name, address & status of contact/position in organisation:	
4	Telephone number Email address of contact:	
5	Is the organisation a Registered Charity? If yes, please provide the Registered Charity number:	No / Yes
6	Amount of grant requested:	£
7	Details of what the grant is for, how it will be used:	
8	Who will benefit from the project?	
9	Approximately how many residents of Sherfield Park will benefit from this grant?	
10	If the total cost of the project is more than the grant, how will the rest be financed?	
11	Have you applied to any other body for a grant for the same project? If yes, please give details?	

The Parish Council requires proof of the funds held by the organisation. A financial statement, annual accounts, the budget or similar needs to accompany this application. Attached: Yes/No

Please use a separate sheet of paper to submit any other information which you feel will support this application. Attached: Yes/No

On behalf of the Organisation named above, I declare to the best of my knowledge, that the information given on this form is true and correct.

Signed.....Date.....

Sherfield Park Parish Council use only:

Dates:- Application received: ..... Finance Committee: ..... Full Council: .....

Grant awarded: Yes/No                      If yes, amount awarded: .....

Date paid: .....                                      Cheque number: .....

**Sherfield Park Parish Council**

**2019-20 Draft Budget**

**Final (including Revised VAT Policy)**

For year	2018-19		Parameters for 2019-20	Totals 2019-20
	Budget	Latest Est		
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Miscellaneous	4,250	2,000	Contingency	400
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VAT				3,000
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<b>TOTAL</b>	<b>56,500</b>	<b>48,679</b>	Reserves reduced after office project completed	<b>41,500</b>



**Agenda item 170709 – Changes to financial regulations**

The Council propose to make changes to section 4.1. of the SPPC Financial Regulations, section 4, as follows. This is to make provision for occasions when the Parish Council requires paid support for specific items requiring outsourcing.

**4.1. Expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is determined by:**

- the Council for items over £500
- the Clerk, in conjunction with the Chair or Finance Chair, for any items below £500

Such authority is to be evidenced by a minute or by an authorisation slip signed by the Clerk, and where necessary by the Chair or Finance Chair.