

FELSTED PARISH COUNCIL

Minutes of the Finance Committee Meeting held on 12 March 2014 at 5:00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Richard Freeman, Nicholas Hinde and Peter Rose.
- F13/19 **Apologies for absence and declarations of interest**
Apologies were received from Councillor Harvey. There were no declarations of interest.
- F13/20 **Minutes of Previous Meeting**
Minutes of the meeting on 27 November 2013 were agreed and signed.
- F13/21 **Bank Reconciliation and PAYE records**
Having had the opportunity to examine the records, the Chairman signed the Bank Reconciliations and the PAYE Records for November and December 2013 and for January and February 2014.
- F13/22 **Review of Accounts for the current year to date**
Councillors studied the 'Actual vs Budget Account for 2013-14' prepared by the Clerk and noted the following amendments since the last meeting:
22.01 Receipts - VAT Repayment. Members noted that the Clerk had received a VAT repayment, covering the period 1.4.13 to 31.1.14, totalling **£7765.53**. This is not shown on the Budget Account as the figures are VAT exclusive.
22.02 Receipts – £594 from the Playing Field Project Group (towards the cost of rubber matting under the Children's Play Area) and **£56** from the sale of 1000th Meeting Commemorative beer had been received along with further allotment rents and MUGA hire payments. The Total Receipts figure, up to 12 March 2014, was therefore £72,156 (only £425 short of the forecast figure for the full financial year).
22.03 Payments. Members noted the following significant variations to the expenditure forecast from the last meeting in November 2013:
- Admin/ Printing - Only 2 issues of Felsted News had been produced in the financial year resulting in costs of £500. **(- £250)**
 - Street Lighting Maintenance – More lights had required repair than anticipated resulting in costs of £2703. **(+£555)**
 - Admin/ Planning Support – The cost of setting up the new FPC website (£250 to date) had increased this figure to £345. **(+ £250)**
 - Maintenance/ grass cutting – Because of weather conditions, fewer cuts had been required. **(- £1445)**
 - Maintenance / Green waste collection – The Clerk had recently received a refund of £210.96 from UDC as their original invoice had been incorrect. **(- £210)**
 - Sundry/ Allotment expenses – The figure had increased to £400 to include the cost of the subscription to the National Association which the Council had collected as part of the rents. **(+ £250)**
 - Misc/ Council Property – The cost of re-siting the flagpole had increased this figure to £842. **(+£492)**
 - Playing Field Car Park/ new Street Light/ new and refurbished Notice Boards – These projects had not been completed in the current financial year so will carry forward to 2014-15. **(- £22,500)**

Total payments for the year to date were therefore £72,887.

F13/23 **Review of Proposed Budget for 2014-15**

Members noted that it had been confirmed that a full LCTS grant would be paid by UDC for the coming year. Members considered the figures which had been agreed at the last meeting and made the following adjustments/ comments:

- Admin/Support – The cost of setting up and running the new FPC website, £ 1550, was added.
- Maintenance/ Green Waste collection – This figure was amended to £2260, as advised by UDC.
- Sundry / Pavillion repairs – It was agreed to leave this figure at £1000 at present. The cost of refurbishment was likely to be around £7000 but it was anticipated that grants would be obtained towards the cost of this work.
- Sundry/ Tree maintenance – This figure was increased to £795 to cover the accepted quote from Pleshey Tree Services.
- Projects/ Playing Field Car Park – Now that a quote had been accepted for this work (£ 41,531) and the level of grant agreed (£15,000) the figure for the Car park work was amended to £26,531. A further £669 was added for the cost of repairs to the path near the Pavilion.
- Projects/ Notice Boards – Now that quotes had been received for these projects a figure of £4000 was agreed.

These amendments would result in a total spend of £91,683 in 2014-15.

Members noted that because of adverse weather conditions the Playing Field Car Park project had been delayed. The costs would therefore be incurred during the 2014-15 financial year instead of during 2013-14 as forecast. The resultant expected overspend of budget would accordingly also be moved to the 2014-15 financial year.

F13/24 **Next Meeting**

The meeting closed at 6.10pm.

The next meeting will be held on Wednesday 4 June 2014 at 7.00pm, immediately before the Full Council meeting. (Members noted that the deadline to submit the approved and signed Audit papers was 9 June 2014.)

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Committee Chairman

4 June 2014