

DRAFT MINUTES – NOT YET APPROVED/SIGNED

FELSTED PARISH COUNCIL

Minutes of the Finance Committee meeting held on 10th July 2013 at 7.30pm in the URC Hall Committee Room.

Present: Councillors John Moore (Chairman), Richard Freeman and Nicholas Hinde (entered during discussion of item F13/02)

F13/01 **Apologies for absence and Declarations of Interest**

Apologies were received from Councillors Harvey and Rose. There were no Declarations of Interest.

F13/02 **Review of Accounts for the year to date**

Councillors studied the 'Actual vs Budget Account' prepared by the Clerk and the following comments and observations were noted:-

- a) Receipts/Playing Field rent - Budgeted income would be reduced by £250 as the Council had agreed to waive the annual payment from Felsted Rovers for hire of the Playing Field.
- b) Administration/Professional Fees – The actual cost of representation at the Enodis Public Enquiry (£5,500) was £3000 more than had been budgeted. **[+ £3,000]**
- c) Administration/Training - £474 had already been spent and a further £170 would be due to pay for the Assistant Clerk's Cilca examination. However this exam fee would be refunded by grant if/when she passed the exam. **[+ £70]**
- d) Maintenance/Pavilion drains – Councillors discussed the recently received quotation from Arvon to repair the drains at the Playing Field toilets - £600 plus VAT to clear and line the pipe between the two manholes (8 metres) and £1200 plus VAT to dig out and replace the pipe between manhole 2 and the cess pit (6 metres). It was felt that the quote was reasonable and it was agreed that the Assistant Clerk should circulate the details to all Councillors for their views before proceeding further. This cost, plus approximately £100 to empty the cess pit, would be additional to the original budget. **[+ £1,900]**
- e) Projects/Allotment Water Supply extension – Quotes had now been received and this project would cost £6,500. Applications had been made for two grants (UDC - up to £3500 and RCCE Edible Essex - up to £1,000) but the outcome of these grant applications would not be known until the end of August 2013. **[+ £6,500]**
- f) Projects/Parish Plan – A grant of £1500 had been received from ECC which covered the expenditure to date.
- g) Projects/Playing Field Car Park – Quotes had now been received and this project would cost in the region of £40,000 (£20,000 had been budgeted). The Assistant Clerk had commenced the process of applying for a grant from the ECC Community Initiatives Fund up to a maximum of £20,000 but the outcome would not be known until November 2013. **[+ £20,000]**
- h) Miscellaneous/Council Property – £250 was budgeted but additional expenditure was likely on the following projects – Bury Chase car park repairs £1,200, additional salt bins £300, refurbishment of the two telephone boxes £500 and new fire extinguishers for the pavilion and council office £100. **[+ £1,850]**
- i) Miscellaneous/Risk Assessment – Additional expenditure of approximately £1,000 would be necessary for a new risk assessment. **[+ £1,000]**

If all these additional items were included in the budget it would result in an additional spend of £34,320. However grants towards this expenditure, totalling a maximum of £24,670, may be received. The Council currently has a Capital Projects Reserve of £50,000 and a General Reserve of £74,529 which would easily cover the additional items.

F13/03 **Review of Donations made since April 2012**

Councillors noted that the following donations had been made:

2012-13

| | | |
|---------------|------------------------------------|------|
| August 2012 | Citizen's Advise Bureau Uttlesford | £300 |
| August 2012 | Home Start Uttlesford | £100 |
| October 2012 | Felsted Youth Club | £165 |
| November 2012 | British Legion Poppy Appeal | £ 50 |

2013-14

| | | |
|----------|---------------------|------|
| May 2013 | Felsted Brownie Pak | £165 |
|----------|---------------------|------|

The donation to the Felsted Youth Club had subsequently been returned because the Youth Club was no longer operating.

Members noted that £400 had been budgeted for Donations for 2013-14.

F13/04 **Next Meeting**

Wednesday 9th October 2013 at 7.30pm.

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Committee Chairman

9th October 2013

Felsted Parish Council
Actual vs Budget 2013-14

| | Actual Last Year | | Budget 2013-14 | | Actual 2013-14 4 July 2013 ytd | |
|--|------------------|-----------------|----------------|-----------------|-----------------------------------|-----------------|
| | £ | £ | £ | £ | £ | £ |
| Opening Balance | | £ 104,430.45 | | £ 124,529 | | £ 124,529 |
| RECEIPTS | | | | | | |
| Precept | 60,000 | | 55,835 | | 27,918 | |
| UDC Grant for 2013/4 | - | | 4,165 | | 4,165 | |
| Allotments Rents | 1,028 | | 1,200 | | 251 | |
| Playing field rent | 2,950 | | 2,900 | | - | |
| Bank Interest Barclays | 1 | | - | | - | |
| Grants | 17,555 | | - | | - | |
| Donation by Village Events Committee | 4,010 | | - | | - | |
| Donation by Playing Field Project Group | 1,349 | | - | | - | |
| Contribution by Felsted School to Heritage Trail | 1,522 | | - | | - | |
| Payment of claim for burglary | 1,764 | | - | | - | |
| Sundry other receipts | - | | - | | - | |
| V A T refund | - | | 7 | | 6,590 | |
| Total Receipts | | £ 90,176 | | £ 64,100 | | £ 38,925 |
| PAYMENTS | | | | | | |
| Salary and Expenses | | | | | | |
| Salary - Clerk | 6,615 | | 7,239 | | 2,571 | |
| - Assistant Clerk | 3,115 | | 3,500 | | 920 | |
| Income Tax & National Insurance | 23 | | 23 | | 18 | |
| Payroll Administration | 246 | | 246 | | 85 | |
| Clerk/Asst Clerks Expenses | 124 | | 300 | | 126 | |
| Councillors' Expenses | - | | 100 | | - | |
| | | 10,123 | | 11,408 | | 3,721 |
| Street Lighting | | | | | | |
| Public Lighting Maintenance | 1,087 | | 2,300 | | 101 | |
| Public Lighting Electricity | 1,656 | | 2,400 | | 409 | |
| | | 2,743 | | 4,700 | | 510 |

| | Actual Last Year | | Budget 2013-14 | | Actual 2013-14 4 July 2013 ytd | |
|--|------------------|--------|----------------|--------|-----------------------------------|-------|
| | £ | £ | £ | £ | £ | £ |
| Administration | | | | | | |
| Rent URC Hall/Office | 1,500 | | 1,500 | | 750 | |
| Rent - lockup storage | 730 | | 300 | | - | |
| Ravens Crescent Field Rent | 102 | | 150 | | - | |
| Memberships and Subscriptions | 774 | | 750 | | 608 | |
| Printing (Newsletter) | 565 | | 1,000 | | 250 | |
| Telephone/Fax/Broadband | 508 | | 500 | | 89 | |
| Professional Fees | - | | 2,500 | | 5,500 | |
| Admin/Planning System Support | 95 | | 95 | | - | |
| Stationery and Equipment | 417 | | 500 | | 309 | |
| Audit Fee | 650 | | 950 | | 375 | |
| Training | 515 | | 570 | | 474 | |
| Hire of halls | 95 | | 200 | | 133 | |
| | | 5,950 | | 9,015 | | 8,488 |
| Maintenance, repairs and upkeep | | | | | | |
| Hedgecutting | 358 | | 500 | | - | |
| Grass Cutting | 5,180 | | 6,000 | | 2,690 | |
| Spiking Playing Field | 300 | | 90 | | - | |
| Civic Amenities Collections | - | | 850 | | - | |
| Green Waste collections | - | | 1,785 | | 893 | |
| Allotments water supply | 119 | | 400 | | - | |
| Pavilion electricity | 156 | | 130 | | 59 | |
| MUGA electricity | 196 | | 200 | | 75 | |
| Investigation of Pavilion drain | - | | - | | 125 | |
| Playing Field toilets maintenance | 20 | | 500 | | 222 | |
| Village Attendant | 4,463 | | 4,500 | | 1,575 | |
| | | 10,791 | | 14,955 | | 5,438 |
| Sundry | | | | | | |
| Play equipment inspection & repair | 75 | | 365 | | - | |
| Planting | 506 | | 450 | | 97 | |
| Allotments maintenance | 271 | | 300 | | - | |
| Pavilion repairs | 2,613 | | - | | - | |
| Tree maintenance | 475 | | 400 | | - | |
| Signs for Village Car Park | 410 | | - | | - | |
| Gritting | - | | 500 | | - | |
| Miscellaneous | 192 | | 250 | | 124 | |
| | | 4,541 | | 2,265 | | 221 |

| | Actual Last Year | Budget 2013-14 | Actual 2013-14 4 July 2013 ytd |
|---|------------------|------------------|-----------------------------------|
| Projects | | | |
| Allotment Water Supply Installation | - | - | - |
| Parish Plan preparation | - | - | 1,175 |
| Village Car Park | - | - | - |
| Playing Field Improvements/Car Park | 4,470 | 20,000 | 659 |
| Playing Field Toilet | 16,795 | - | - |
| Bus shelter seat | - | - | 295 |
| Village Toilets | - | - | - |
| Footpath Map | 95 | - | - |
| New Street Lights | 240 | 1,000 | - |
| Information Tables | 2,072 | - | - |
| HM Queen's Diamond Jubilee celebrations | 2,852 | - | - |
| Maintenance Equipment | - | - | - |
| | <u>26,524</u> | <u>21,000</u> | <u>2,129</u> |
| Miscellaneous | | | |
| Council Property (bins, safety equipment, signs) | 126 | 250 | - |
| Donations | 615 | 400 | - |
| Bank charges | - | - | - |
| Risk Assessment | - | - | - |
| Insurance | 2,119 | 2,500 | 2,198 |
| | <u>2,859</u> | <u>3,150</u> | <u>2,198</u> |
| VAT paid | 6,348 | 7 | 2,217 |
| Total Payments | <u>£ 70,079</u> | <u>£ 66,493</u> | <u>£ 24,942</u> |
| Closing Balance | £ 124,529 | £ 122,137 | £ 138,512 |
| Includes Reserves carried forward: | | | |
| Capital Projects Reserve (Public Toilets, Playing Field car park, | £ 50,000 | | |
| Repairs & Maintenance Reserve | £ dba | | |
| Risk Assessment Reserve | £ dba | | |
| General Reserve | £ 74,529 | | |