

FELSTED PARISH COUNCIL



Minutes of the Finance Committee Meeting

held on 19th July 2024 at 4.30 pm in the Committee Room at the URC Hall.

Present Councillors Roy Ramm (Chair), Frances Marshall, Richard Silcock, John Moore and the RFO (Daniel Plunkett).

F24/24 Apologies for absence and declarations of interest

Apologies were received from Councillor Graham Harvey and there were no Declarations of Interest.

F24/25 Approval of Minutes of the meeting held on 8th May 2024

The Minutes of the meeting were approved and signed by the Chairman.

F24/26 Matters arising from the previous Minutes (not covered elsewhere on this Agenda)

Councillor John Moore requested an update regarding the schedule of works for the Village Attendant. The RFO will speak with the Clerk and confirm how this is progressing.

F24/27 Bank Reconciliation and PAYE Records

The bank reconciliations and PAYE records were reviewed and signed by the Chair and Councillor Frances Marshall.

F24/28 Accounts for Approval and Payment / Receipts

The RFO noted receipts to 16/07/24 were £97 broken down as:

Allotment rents: £55

Focus Donations: £42

Members considered the list of payments on page 3. The RFO noted that the amounts for the Village Attendant and Julie Smith for the cleaning of the toilets were estimates and if necessary, any adjustment to the actual amount would be made in the August payments. Proposed by Cllr Frances Marshall, seconded by Cllr John Moore the payments list was unanimously approved.

F24/29 Review of Accounts for the current year

Members studied the budget comparison prepared by the RFO (appended on page 4) and noted the following items:

The Estimated actual vs budget for the year end was for a £2,725 surplus.

The RFO noted that this was driven by several budget lines:

- Administration costs were overbudget with estimated costs for the Felsted Focus higher than budgeted and unbudgeted spending on professional fees on the triennial tree survey.
- Maintenance, Repairs and Upkeep was lower than budgeted with the increase in the grass cutting contract costs, which had been notified after the budget had been set, offset by lower than budgeted expenditure to date on works by the Village Attendant.
- Sundry expenses remained below budget. Cllr Roy Ramm noted that the Felsted Community Trust continued to limit professional costs while waiting movement from the NHS Integrated Care Board regarding the surgery rent. A further donation of £5,000 to the Felsted Community Trust had been made in May to demonstrate funds on account to the Charity Commission when applying for Charitable Status.

Members further noted that the Nature Area account had received £317.22 of bank interest and spent £1733.51 on maintenance in the year to date, giving net expenditure of £1416.29.

The RFO also noted that with only ¼ of the year passed it was difficult to draw any firm conclusions on likely year end surplus or deficits.

Councillor Roy Ramm suggested that the Council purchase 4 or 5 smaller Christmas trees rather than 1 large one with the intention of retaining the trees after Christmas in large pots on the Nature Area to allow them to be reused on an ongoing basis. It was also noted that this would be more environmentally friendly as currently the large tree is chopped and shredded after use.

F24/30 Opening of Unity Trust Nature Area Account

The RFO confirmed that the Unity Trust account that is required as the servicing account for the 24m deposit had been opened and all members other than Cllr Richard Silcock, who is not a signatory, confirmed that they had received their Internet Banking logon activation letters.

The RFO further confirmed that the application for the 24m 5% deposit account had been completed and the printed form was signed by Cllrs Roy Ramm and John Moore as account signatories. The RFO will send the form to Unity Trust Bank and once it is confirmed that the 24m deposit account is opened arrange the transfer of all monies from Metro Bank and a balance from the Barclays Nature Area account to leave the Unity Trust deposit with £80,000 as agreed at Full Council (minute ref: 129.10).

F24/31 Review of Conduct of future Finance Committee Meetings

It was agreed that the 23rd October 2024 Finance Committee Meeting would take place at 5pm in the Committee Room of the URC Hall (subject to availability).

F24/32 Any urgent matters and proposals for future agenda items

Councillor Roy Ramm noted that as a result of the NHS Integrated Care Boards position on the rental level for the new village surgery and their current offer of approximately 1/10th of the rental amount previously indicated by their predecessor organisation (the East Essex Clinical Commissioning Group) the Felsted Community Trust had less confidence in achieving the market rent from the surgery but are continuing to engage and negotiate with the Integrated Care Board.

F24/33 Next meeting

The meeting closed at 5.10pm.

The next meeting will be held on 23rd October 2024 at 5.00pm in the Committee Room at the URC Hall, Stebbing Road, CM6 3JD.

..... Chairman

Dated

F24/28 - Accounts for Approval and Payment / Receipts

Felsted Parish Council Unpaid Bills Detail As of 31 July 2024				12:02 PM 22/07/24		
	Date	Num	Memo	Open Balance	Payment Reference	Notes
Castle Water - 2595497						
	04/07/2024	10002846572	Ac # 2595497 - Allotment w ater supply (Station Road) 01/06/24 to 30/06/24 - SPID 301337036XW	18.60		
Total Castle Water - 2595497				18.60	Direct Debit	
JCM Services						
	08/07/2024	1959	Nature Area - Watering nature area x2	360.00	240701	Barlcays Nature Area A
	13/07/2024	1963	Hedge cutting of chuch path and remembrance square	84.00	240702	
	08/07/2024	1935	Parish and Church yard grounds maintenance 2/4	3,600.00	240702	
	08/07/2024	1947	Nature Area - Grounds Maintenance 2/4	420.00	240701	Barlcays Nature Area A
Total JCM Services				4,464.00		
Julie Smith						
	31/07/2024	Jul24	Cleaning and Maintenance of Playing Field Toilets - Jul24	387.50	240703	Estimated Amount
Total Julie Smith				387.50		
Lee Heron						
	31/07/2024	Jul24	Unlocking car park 1 - Jul 24	60.00	240704	
Total Lee Heron				60.00		
Officials - Salary						
	31/07/2024	Jul24 - Salary		3,309.50		
Total Officials - Salary				3,309.50	240705, 06, 07	
Officials - Expenses						
	31/07/2024	Jul24 - Exp	Clerk's expenses - Jul 2024- Zoom subscription, Google Suite & computer support package, monthl... Asst Clerk Expenses - Jul24 - mobile phone monthly contract, mileage RFO Expenses - Jul 2024 - Mileage, Land Registry Search, postage	155.14		
Total Officials - Expenses				155.14	240705, 06, 07	
Officials - NEST Pensions						
	31/07/2024	Jul24 - HR	Pension Contribution - H Read - Jul24	126.88		
	31/07/2024	Jul24 - CS	Pension Contribution - C Schorah - Jul24	32.81		
Total Officials - NEST Pensions				159.69	Direct Debit	
S P Barnard						
	31/07/2024	Jul24	Village attendant - Jul24	840.00	240708	Estimated Amount
Total S P Barnard				840.00		
TOTAL				9,394.43		

F24/18 - Review of Accounts for the current year



FPC - Budget Comparison to 15 July 2024

	Budget 2024-25		YTD Actual 2024-25		Year End Estimate		YE Estimate - Budget	
	£	£	£	£	£	£	£	£
Opening Balance		43,426		43,426		43,426		
INCOME								
Precept	128,765		64,383		128,765		0	
Allotments Rents	1,700		448		1,553		-147	
Playing field rent	1,050		0		1,050		0	
Grants	1,000		0		1,000		0	
Sundry other receipts	500		0		500		0	
Magazine advertising & donations	4,660		3,131		3,500		-1,160	
Total Income		137,675		67,962		136,368		-1,307
EXPENSES								
Salary and Expenses		51,322		12,632		51,915		593
Street Lighting		8,841		592		7,652		-1,189
Administration		11,773		6,149		14,831		3,057
Maintenance, repairs and upkeep		43,260		13,043		41,335		-1,925
Projects		6,750		0		6,750		0
Sundry		13,012		8,443		8,443		-4,569
Total Expenses		134,958		40,859		130,926		-4,032
Closing Balance		46,143		70,529		48,868		2,725
Includes Reserves carried forward:								
Capital Projects Reserve (Public Toilets, Playing Field car park, etc)		50,000		10,000		10,000		
Repairs & Maintenance Reserve		6,900		6,900		6,900		
Risk Assessment Reserve		1,200		1,200		1,200		
General Reserve		-11,957		52,429		30,768		



Nature Area Expenditure to 19 July 2024

Opening Balance - Barclays Savings Account	£ 85,142.28				
Opening Balance - Metro Account	£ 46,707.06				
Total	£ 131,849.34				
Barclays Savings Account - YTD	Date	Reference	Supplier	Description	Amount
	04/03/2024			Interest to 04/03/24	£ 317.22
	01/05/2024	240407	Kelshall Plastics	Collection of waste tree guards	-£ 54.00
	01/05/2024	240414	S Easom	Nature Area costs reimbursement	-£ 59.51
					£ 203.71
Metro Account - YTD	Date	Reference	Supplier	Description	Amount
	01/05/2024	800038	JCM Services	Nature Area - Grounds Maintenance 1/4	-£ 420.00
	06/06/2024	800039	JCM Services	Nature Area - cutting hemlock and remove 4x stumps	-£ 1,200.00
					-£ 1,620.00
Closing Balance - Barclays Savings Account	£ 85,345.99				
Closing Balance - Metro Account	£ 45,087.06				
Total	£ 130,433.05				
S106 Funds Received	02/10/2018				
S106 Funds Expire - 20y time period	02/10/2038				
Years Remaining	14.2				
Available Expenditure p.a.	£ 9,190.75				