

# FELSTED PARISH COUNCIL



## Minutes of the Finance Committee Meeting

held on 22<sup>nd</sup> February 2023 at 6.00 pm in the Committee Room at the URC Hall.

**Present** Councillors Roy Ramm (Chair), John Moore and Richard Silcock.

**F23/01 Apologies for absence and declarations of interest**

Apologies were received from Councillors Frances Marshall and Graham Harvey. There were no Declarations of Interest.

**F23/02 Approval of Minutes of the meeting held on 23<sup>rd</sup> November 2022**

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

**F23/03 Matters arising from the previous Minutes (not covered elsewhere on this Agenda)**

**F23.03.1 – Felsted Village Events Committee**

The RFO informed members that he had been in contact with Barclays and the opening of a new account for the monies to be donated by the Felsted Village Events Committee was in progress. Barclays had requested some information to update their records and once this was provided then the required account opening forms would be submitted. It was expected that the account would be open within a month.

**F23.03.2 – Solar Farms**

Councillor Richard Silcock reported that he was still in the process of investigating the possibility of the council setting up and running a solar farm with the assistance of an organisation that provides specific help to Parish Councils for this and would report back at a future meeting.

**F23/04 Bank Reconciliation and PAYE Records**

The bank reconciliations and PAYE records were reviewed and signed by the Chair and Councillor John Moore.

**F23/05 Review of Accounts for the current year**

Members studied the budget comparison prepared by the RFO (appended on page 3) and noted the following items:

**Income:**

- Magazine advertising and donations were estimated to be around £2,900 lower than budgeted given receipts in the year to date.

**Expenditure:**

- It was noted that the Salary and Expenses budget line was still under budget and that this had not corrected following the PAYE/NI payments made. The RFO suggested that the estimate made for the budget based on the increased hours for the Clerk and Assistant Clerk may have been too high. The RFO also noted that this figure would decrease by the end of the year as the back dated pay increases had now been agreed following the recommendations of the Joint Committee.
- Street lighting was still expected to come in significantly over budget in the current year due to the large rise in electricity prices and an unanticipated increase in lights needing repair.
- Maintenance, Repairs and Upkeep was now forecast to be ~£2,085 under budget. The RFO noted that this was lower than the previous forecast as the village attendant had now caught up on the missed jobs from his absence.
- The projects budget line was £1,787 over budget. This reflects expenditure on the Platinum Jubilee event and new expenditure on the preparations for the Coronation event, some of which will be covered by donations from the Felsted Village Events Committee.

- The RFO noted that there would be unbudgeted expenditure for the cleaning of the playing field toilets during the remainder of the year although this was likely to be under £1,000. It was also noted that the annual cost for the cleaning would be around £4,000 going forward.

The RFO noted that the current year end estimate was approximately £4,100 under budget but cautioned that there was significant uncertainty for the remainder of the year given the current levels of inflation and the backdated pay increases for the officials.

**F23/06 Consideration of CCTV quotes and grant**

As requested by Full Council at the 7<sup>th</sup> December meeting (under 22/268) the Committee noted that they would like to fund the upgrade to the CCTV but agreed that further discussion should be postponed until the outcome of the grant application is known in mid-March. It was agreed to discuss the matter further at the 17<sup>th</sup> May Finance Committee meeting should the grant application not be successful.

**F23/07 Consideration of the appointment of the Internal Auditor**

The members reviewed the response of Val Evens, the Internal Auditor for 2021-22, regarding her availability and fee rates for performing the 2022-23 Internal Audit. The RFO noted that he had found her to be professional and helpful on the previous Internal Audit and was more than happy to work with her again. The likely cost was estimated be in the region of ~£400 but would depend on actual work required. Members agreed to recommend the appointment of Val Evans as Internal Auditor at the Full Council Meeting on 1<sup>st</sup> March.

**F23/08 Review of Conduct of future Finance Committee Meetings**

It was agreed that the 17<sup>th</sup> May 2023 Finance Committee Meeting would take at 6pm in the Committee Room of the URC Hall (subject to availability).

**F23/09 Any urgent matters and proposals for future agenda items**

None.

**F23/10 Next meeting**

The meeting closed at 6.45pm.

The next meeting will be held on 17<sup>th</sup> May 2023 at 6.00pm in the Committee Room at the URC Hall, Stebbing Road, CM6 3JD.

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Chairman

Dated .....

## F23/05 - Review of Accounts for the current year



### FPC - Budget Comparison to 15 February 2023

	Budget 2022-23		Actual 2022-23		Year End Estimate		YE Estimate - Budget		Notes
	£	£	£	£	£	£	£	£	
<b>Opening Balance</b>		59,782		59,782		59,782			
<b>RECEIPTS</b>									
Precept	106,000		106,000		106,000		0		
Allotments Rents	1,700		1,503		1,700		0		
Playing field rent	500		500		500		0		
Grants	0		532		532		532		UDC Grant for playground litter bin
Sundry other receipts	0		405		405		405		Donation from Lee Heron for Christmas Tree & reclaim of insurance excess
Magazine advertising & donations	4,516		1,419		1,614		-2,902		Estimate lower than budgeted Focus income
<b>Total Receipts</b>		112,716		110,359		110,751		-1,965	Lower than budgeted Focus income
<b>PAYMENTS</b>									
Salary and Expenses		48,598		34,256		39,538		-9,060	Salaries below budget and PAYE higher than budget, backdated pay increase due, expenses lower than budget as allocated to other budget lines
Street Lighting		5,453		7,845		8,559		3,105	Street light Electricity Cost increase and higher than expected maintenance costs
Administration		11,523		8,390		10,552		-971	
Maintenance, repairs and upkeep		40,807		33,122		38,722		-2,085	Below budget on small equipment (bins etc), village attendant and play equipment repairs plus rebate on CCTV monitoring,
Projects		6,958		4,287		8,745		1,787	Queen's Platinum Jubilee and King Charles Coronation Expenses
Sundry		4,762		5,840		5,915		1,153	Insurance Premium increase over budget, Risk assessment cost higher than budgeted
<b>Total Payments</b>		118,101		93,739		112,031		-6,071	
<b>Closing Balance</b>		54,397		76,402		58,503		4,106	<b>£4,106 Surplus vs Budget</b>