

# FELSTED PARISH COUNCIL



## Minutes of the Finance Committee Meeting

held on 26<sup>th</sup> July 2023 at 5.00 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).

**F23/25 Apologies for absence and declarations of interest**

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

**F23/26 Approval of Minutes of the meeting held on 24<sup>th</sup> May 2023**

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

**F23/27 Matters arising from the previous Minutes (not covered elsewhere on this Agenda)**

**F23.03.01 – Felsted Village Events Committee**

Councillor Richard Silcock asked how the opening of the bank account to receive the Felsted Village Events Committee funds was progressing. The RFO said that he had not yet begun the application for the account due to prioritising other items but would do so shortly.

**F23/28 Bank Reconciliation and PAYE Records**

The bank reconciliations and PAYE records were reviewed and will be signed by the Chair and Councillor John Moore at the coming Full Council meeting.

**F23/29 Accounts for Approval and Payment / Receipts**

Members considered the list of payments on page 3. Proposed by Councillor Frances Marshall and Seconded by Councillor John Moore, the payments list was unanimously approved.

The Members enquired as to whether the Healthmatic invoice for cost of the repairs to the public toilets could be claimed on the Council's insurance or if it would fall below the excess amount. The RFO agreed to check and process a claim if possible.

Receipts totalled £35 to 24<sup>th</sup> July and consisted solely of Felsted Focus donations.

**F23/30 Review of Accounts for the current year to date**

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 £1,921 deficit.

The RFO noted that the following variances on several budget lines that were the main drivers:

- Salary and Expenses costs were projected to come in around £5,000 above budget because of increases in pay scales for officials in January and June and an increase in the RFO's hours from 5 to 7 per week to reflect actual time worked.
- Street lighting electricity costs were coming in below the budgeted amount with the current reduction in electricity prices.
- Training was now coming in on budget, following the defibrillator training.
- Maintenance was coming in higher than budgeted due to higher cost on the cleaning and maintenance of the playing field toilets. The members considered that the expense was worthwhile given the improvements in the condition of the toilets.
- Sundry expenses were above budget due to the donation of £5,000 to the Felsted Community Trust which is partially offset by lower cost of insurance obtained via the 3-year long term agreement with the new insurers.

The RFO noted that with the possibility of further donations being made towards the setup of

the Felsted Community Trust to help ensure the Trust can fulfil its objective of providing benefit to the people of Felsted, it was likely that the deficit would increase further as the year progresses. Members agreed to continue to recommend prudence on expenditure.

The RFO also provided an update on the year-to-date expenditure of the Nature Area funds (held separately under the S106 agreement and appended on page 4). It was noted that the funds provided under the S106 agreement were subject to a 20-year limit and any unused funds would potentially be repayable. The RFO noted that he would in future provide updated expenditure and bank balances for the Nature Area funds to the Council and Nature Area working group to allow them to plan expenditure of the funds over the coming years to ensure they are fully utilised. Current regular expenditure was noted as approximately £2,000 p.a. which would leave substantial funds remaining at the end of the S106 agreement period.

**F23/31 Review of Conduct of future Finance Committee Meetings**

It was agreed that the 11<sup>th</sup> October 2023 Finance Committee Meeting would take place at 5pm in the Committee Room of the URC Hall (subject to availability).

**F23/32 Any urgent matters and proposals for future agenda items**

**F23.32.01 – Felsted Neighbourhood Plan**

It was noted by Councillor Roy Ramm that the Felsted Neighbourhood Plan was due to be updated by the Neighbourhood Plan Steering Group and that most of the cost of doing so was likely to be funded by grants but there may be some expenditure necessary from Parish Council funds towards this. The issue will be discussed further at the September Full Council Meeting.

**F23.32.02 – Asset Register**

The RFO noted that because of recent correspondence with an elector it had come to light that the Crix Green Mission Hall had not been included in the Parish Asset Register. The RFO confirmed it would be added to the asset register at the next review due in October.

**F23.32.03 - CCTV**

Councillor Frances Marshall noted that considering recent vandalism at the playing field it would be sensible to look again at the possibility of match funded grants towards the cost of updating the CCTV system. Councillor Richard Silcock suggested that there may be community funding available from Stansted Airport that would be worth investigating. It was agreed by members that given the tight financial situation to revisit the issue again in October or November when there was more certainty on the budgetary position.

**F23/33 Next meeting**

The meeting closed at 6.15pm.

The next meeting will be held on 11<sup>th</sup> October 2023 at 5.00pm in the Committee Room at the URC Hall, Stebbing Road, CM6 3JD.

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Chairman

Dated .....

# F23/29 - Accounts for Approval and Payment / Receipts

Felsted Parish Council				10:11 AM		
Unpaid Bills Detail				27/07/23		
As of 16 August 2023						
	Date	Num	Memo	Open Balance	Payment Ref	Notes
<b>Astragraphic Design Ltd</b>						
	20/07/2023		Monthly charge for Adobe Software Creative Cloud Suite	51.98		
Total Astragraphic Design Ltd				51.98	230701	
<b>Barbara Hollingsworth</b>						
	31/07/2023	Jul23	Unlocking car park 1 - Jul 2023	60.00		
Total Barbara Hollingsworth				60.00	230702	
<b>BFR Electrical Testing</b>						
	18/07/2023	6417	PAT testing	72.00		
Total BFR Electrical Testing				72.00	230703	
<b>Castle Water</b>						
	16/06/2023	9110436	Ac # 2601428 - Allotment w ater supply (Mill Road) 01/04/23 to 30/06/23 - SPD 3013582456W14 - Me...	249.29		
Total Castle Water				249.29	Direct Debit	Bill received late by post
<b>E.ON Next - A-5081E963</b>						
	16/07/2023	0022	Ac # A-5081E963 - MUGA electricity for period 01/06/23 to 30/06/23 - MPAN 1030072525215 - Meter ...	22.48		
Total E.ON Next - A-5081E963				22.48	Direct Debit	
<b>EDF - Pavillion - 671 178 252 359</b>						
	09/08/2023	Aug23	Monthly Direct Debit Payment - Aug23	102.00		
Total EDF - Pavillion - 671 178 252 359				102.00	Direct Debit	
<b>Essex Ecology</b>						
	30/06/2023	10025	Felsted Green Spaces Management Plan	1,440.00		
Total Essex Ecology				1,440.00	230704	
<b>Healthmatic Ltd</b>						
	18/07/2023	13032	Replace vandalised door lock - Playing field toilets	524.40		
Total Healthmatic Ltd				524.40	230705	
<b>JCM Services</b>						
	16/07/2023	1626	Remove all epicormic growth to height of 10ft on churchyard lime trees, all waste removed	246.00		230706
	19/07/2023	1633	Nature Area - Watering nature area 19/07/23 , supplied 200l per visit	126.00		Metro
Total JCM Services				372.00		
<b>Officials - Salary</b>						
	31/07/2023	Jul23 - Salary		3,102.18		
Total Officials - Salary				3,102.18	230707, 230708, 230709	
<b>Officials - Expenses</b>						
	31/07/2023	Jul23 - Exp	Clerk's expenses - Jun 2023- Zoom subscription, Google Suite & computer support package, monthl... Asst Clerk Expenses - Jul23 - mobile phone monthly contract, mileage RFO Expenses - Jul 2023 - mileage, Land Registry Search	685.47		
Total Officials - Expenses				685.47	230707, 230708, 230709	
<b>Officials - NEST Pensions</b>						
	31/07/2023	Jul23 - CS	Pension Contribution - C Schorah - Jul23	28.26		
	31/07/2023	Jul23 - HR	Pension Contribution - H Read - Jul23	119.30		
Total Officials - NEST Pensions				147.56	Direct Debit	
<b>Richard Freeman</b>						
	18/07/2023	Pedestrian Barriers	Pedestrian Barriers plus mileage and tolls	191.00		
Total Richard Freeman				191.00	230710	
<b>Roe Environmental Ltd</b>						
	06/07/2023	57923	Emptying septic tank and jet pipework	261.00		
Total Roe Environmental Ltd				261.00	230711	
<b>S P Barnard</b>						
	31/07/2023	Jul23	Village attendant - Jul 2023	820.00		
Total S P Barnard				820.00	230712	
<b>TOTAL</b>				<b>8,101.36</b>		

## F23/30 - Review of Accounts for the current year to date



# FPC - Budget Comparison to 7 July 2023

	Budget 2022-23		Actual 2022-23		Year End Estimate		YE Estimate - Budget	
	£	£	£	£	£	£	£	£
<b>Opening Balance</b>		55,161		55,161		55,161		
<b>INCOME</b>								
Precept	113,950		56,975		113,950		0	
Allotments Rents	1,700		0		1,700		0	
Playing field rent	500		0		500		0	
Grants	0		1,200		1,200		1,200	
Sundry other receipts	0		1,012		1,012		1,012	
Magazine advertising & donations	2,150		0		2,150		0	
<b>Total Income</b>		118,300		59,187		120,512		2,212
<b>EXPENSES</b>								
Salary and Expenses		42,013		12,524		47,152		5,138
Street Lighting		12,799		2,014		6,970		-5,829
Administration		12,511		2,263		12,514		3
Maintenance, repairs and upkeep		32,210		14,999		35,715		3,505
Projects		7,950		3,125		6,511		-1,439
Sundry		5,257		7,983		8,012		2,755
<b>Total Expenses</b>		112,742		42,908		116,875		4,133
<b>Closing Balance</b>		60,719		71,440		58,798		-1,921

Felsted Parish Council							5:46 PM	
Profit & Loss Detail							07/07/2023	
1 April through 7 July 2023							Accrual Basis	
	Type	Date	Num	Name	Memo	Amount	Balance	
<b>Ordinary Income/Expense</b>								
<b>Expense</b>								
<b>EX-7000 - Nature Area Works</b>								
<b>EX-7001 - Grounds Maintenance</b>								
	Bill	30/04/2023	Apr 23 - Exp	Officials - Heather Read - Clerk	Gravel for nature area	14.80	14.80	
	Bill	07/05/2023	1528	JCM Services	Nature Area - Grounds Maintenance 1/4	350.00	364.80	
	Bill	20/06/2023	1560	JCM Services	Nature Area - Watering nature area, supplied 2000l per visit	315.00	679.80	
	Bill	24/06/2023	INV-1564	JCM Services	Nature Area - Watering nature area, supplied 2000l per visit	210.00	889.80	
	Bill	04/07/2023	1577	JCM Services	Nature Area - Watering nature area, supplied 2000l per visit	105.00	994.80	
					Total EX-7001 - Grounds Maintenance	994.80	994.80	
					Total EX-7000 - Nature Area Works	994.80	994.80	
					Total Expense	994.80	994.80	
					Net Ordinary Income	-994.80	-994.80	
					<b>Profit for the Year</b>	-994.80	-994.80	