

FELSTED PARISH COUNCIL



Minutes of the Finance Committee Meeting

held on 26th February 2025 at 3.00 pm in the Committee Room at the URC Hall.

Present Councillors Frances Marshall (arrived during F25/15), Roy Ramm, Richard Silcock, Graham Harvey (arrived during F25/14), John Moore and the RFO (Daniel Plunkett).

F25/11 Apologies for absence and declarations of interest

Advanced Apologies were received from Councillors Frances Marshall and Graham Harvey for expected late arrival to the meeting and there were no Declarations of Interest.

F25/12 Approval of Minutes of the meeting held on 3rd February 2025

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

F25/13 Matters arising from the previous Minutes (not covered elsewhere on this Agenda)

There were no matters arising from the previous Minutes.

F25/14 Bank Reconciliation and PAYE Records

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

F25/15 Review of Accounts for the current year to date

The members considered the Actual vs budget and Nature Area expenditure review for the year to date (appended on page 3) and noted:

Nature Area Expenditure on the year was £9,819.48 (being regular grounds maintenance and additional works to plant new hedging and remove hemlock and stumps) and income was £3,116.33 (being predominately reclaimed VAT). It was noted that the Nature Area funds could be expended at an average rate of approximately £9,100 p.a. until the end of the S106 period. Councillor Richard Silcock queried whether there was a long-term plan being produced for the Nature Area to identify how best to use the remaining funds. The RFO responded that he believed the Nature Area working group was in the process of producing such a plan.

The RFO noted that the forecast deficit on the Parish Council account had grown from approximately nil in November to £10k deficit. This change was primarily down to

- £6,415 of further donations to the Felsted Community Trust for the setup of the doctor's surgery.
- £1,840 increase in the deficit on the Maintenance, Repairs and Upkeep line – mainly because of £1,250 of expenditure on churchyard tree works.
- £1,525 increase in the deficit on Administration – half from increased training costs and the balance split between membership costs and website costs.
- £1,000 increase in estimated year end expenditure on Salary and Expenses resulting from back dated pay increases because of the National Joint Council settlement and also resulting increases in PAYE/NI and pensions contributions on the higher salaries.

Members agreed to recommend prudence on expenditure.

F25/16 Consideration of new Streetlight at Abbeyfields

Members considered the request from Abbeyfields for the installation of a streetlight on the road outside Abbeyfields. Following discussion, it was agreed to recommend to Full Council that the Parish not pay for the installation of a streetlight on the basis that lighting could more simply and effectively be provided by a light installed at Abbeyfields to cover the area of concern. It was also noted that, given the expected deficit on the current year account, expenditure should be tightly managed and such expense was at present unaffordable.

- F25/17 **Review of Conduct of future Finance Committee Meetings**
It was agreed that the 14th May 2025 Finance Committee Meeting would be held at 3pm in the Committee Room of the URC Hall (subject to availability).
- F25/18 **Any urgent matters and proposals for future agenda items**
None.
- F25/19 **Next meeting**
The meeting closed at 3.30pm.
The next meeting will be held on 14th May 2025 at 3.00pm in the Committee Room at the URC Hall, Stebbing Road, CM6 3JD.

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Chairman

Dated

F25/15 - Review of Accounts for the current year to date



FPC - Budget Comparison to 18 February 2025

	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		128,765		128,765		0	
Allotments Rents	1,700		2,122		2,441		741	
Playing field rent	1,050		600		600		-450	
Grants	1,000		0		0		-1,000	
Sundry other receipts	500		236		236		-264	
Magazine advertising & donations	4,660		3,612		4,070		-590	
Bank Interest	0		40		40		40	
Total Income		137,675		135,375		136,152		-1,523
EXPENSES								
Salary and Expenses	51,322		43,864		52,877		1,555	
Street Lighting	8,841		2,205		8,085		-756	
Administration	11,773		14,273		16,228		4,455	
Maintenance, repairs and upkeep	43,260		44,863		47,655		4,395	
Projects	6,750		3,148		3,395		-3,355	
Sundry	13,012		15,527		15,527		2,515	
Total Expenses		134,958		123,880		143,766		8,808
Closing Balance		46,143		54,921		35,812		-10,331
Includes Reserves carried forward:								
Long Term Works Reserve		18,000		18,000		18,000		
Repairs & Maintenance Reserve								
Risk Assessment Reserve								
General Reserve		28,143		36,921		17,812		



Nature Area Expenditure to 18 February 2025

Opening Balance - Barclays Savings Account	£	85,142.28			
Opening Balance - Metro Account	£	46,707.06			
Opening Balance - Unity Trust Deposit Account	£	-			
Total	£	131,849.34			
Barclays Savings Account - YTD	Date	Reference	Supplier	Description	Amount
	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
	02/06/2024			Interest to 02/06/24	£ 318.26
	19/07/2024	240701	JCMServices		-£ 780.00
	26/07/2024			Nature Area Funds Transfer - To Unity Trust Deposit Account	-£ 80,000.00
	02/09/2024			Interest to 02/09/24	£ 192.99
	04/09/2024	240804	JCMServices		-£ 1,620.00
	02/10/2024	240908	JCMServices		-£ 600.00
	02/10/2024	240923	Stevens & Son	Cutting and Clearing Nature Area - Sep24	-£ 2,780.00
	06/11/2024			Nature Area VAT Nov22-Sep24	£ 2,375.02
	20/11/2024			Transfer of Nature Area Funds to NA Barc Account	£ 45,087.06
	02/12/2024			Interest to 01/12/24	£ 30.06
	04/12/2024	241107	JCMServices	Nature Area - Grounds Maintenance 4/4	-£ 420.00
	05/02/2025	250110	North End Nurseries	Nature Area Hedging	-£ 2,385.97
					-£ 40,196.09
Metro Account - YTD	Date	Reference	Supplier	Description	Amount
	01/05/2024	800038	JCMServices	Nature Area - Grounds Maintenance 1/4	-£ 420.00
	06/06/2024	800039	JCMServices	Nature Area - cutting hemlock and remove 4x stumps	-£ 1,200.00
	29/07/2024			Nature Area Funds Transfer	-£ 45,087.06
	30/07/2024			Return of Nature Area Funds Transfer - unpaid chq	£ 45,087.06
	07/10/2024			Nature Area Funds Transfer	-£ 45,087.06
	07/10/2024			Return of Nature Area Funds Transfer - unpaid chq	£ 45,087.06
	13/11/2024			Transfer of Nature Area Funds to Barclays	-£ 45,087.06
	23/12/2024			Complaint Compensation	£ 200.00
					-£ 46,507.06
Unity Trust Deposit Account - YTD	Date	Reference	Supplier	Description	Amount
	29/07/2024			Nature Area Funds Transfer - From Barclays Savings Account	£ 40,000.00
	29/07/2024			Nature Area Funds Transfer - From Barclays Savings Account	£ 40,000.00
					£ 80,000.00
Closing Balance - Barclays Savings Account	£	44,946.19			
Closing Balance - Metro Account	£	200.00			
Closing Balance - Unity Trust Deposit Account	£	80,000.00			
Total	£	125,146.19		Net Expense	£ 6,703.15
S106 Funds Received	02/10/2018				£ 3,116.33
S106 Funds Expire - 20y time period	02/10/2038				£ 9,819.48
Years Remaining	13.6				
Available Expenditure p.a.	£	9,200.07			