

COUNCIL MEETING – 14 JANUARY 2014

REPORT OF FINANCE COMMITTEE

Notes of meeting of Finance Committee held on 12 December 2013

Present: Councillors J Goodwin, J Reilly and C Riddoch (deputy)

1. APPOINTMENT OF CHAIRMAN

Councillor J Goodwin was appointed Chairman of the Committee for the remainder of the year 2013/14.

2. PARISH COUNCIL ESTIMATES 2014/15

The Committee considered a report of the Clerk and draft estimates for the financial year 2014/15.

Members proposed the following changes to the draft estimates:

Clerk's salary: Advance to scp 25 (maximum of scale LC1) (£200)

Special Funds: Create new Fund for new play area (£500 as initial contribution)

Splitwind Pond: Reduce provision by £100 to £500 (the 2014/15 allocation is intended to cover routine maintenance and provision of new fencing)

Grants: Reduce provision to £600

The above proposals have a nil impact on the budget overall.

Other points of note were:

- The NFDC council tax grant would reduce by 25% from £626 to £465
- Further contributions to Special Funds were proposed as follows:
 - Maintenance Fund £500
 - Clerk's gratuity £259
 - Elections £625
 - New equipment £250

Taking account of the budget as a whole, members felt that the precept could again be held at £14,700 for next year.

Adoption of the draft budget would produce a projected year-end balance at 31 March 2015 of £13,871, made up as follows

General Fund	£3807		
Special Funds	£10,064	(Maintenance	£3000
		(Clerk's Gratuity	£1989
		(Elections	£1875
		(Red telephone boxes	£1000
		(New equipment	£750
		(Chairman's project	£950
		(Play area	£500)

Retention of the precept at £14,700 would result in a marginal decrease in the parish council tax because of the higher tax base (provisionally £1194.40). Band D Council Tax for Copythorne residents would reduce from £12.40 to £12.30.

A copy of the amended draft estimates is attached.

The Clerk was also asked to investigate whether the telephone line installed in the Parish Hall for the internet connection could be made available for general use by the Parish Hall.

In addition, members noted that District and County Councillor grants were still available for the current financial year. It was agreed to recommend the Council that applications totalling £1500 be made on behalf of the Copythorne Community Group for the provision of a basketball hoop to supplement the sports wall.

RECOMMENDED:

- (1) That the precept for 2014/15 be set at £14,700
- (2) That the proposals detailed above and the amended draft estimates be approved
- (3) That applications totalling £1500 be made for District and County Councillor grants in the current financial year on behalf of the Copythorne Community Group for the provision of a basketball hoop in the Parish Hall grounds.

3. FINANCIAL SECURITY

The Committee received a letter from John Murray, Internal Auditor, covering a range of issues on financial propriety and measures to minimise risk. Members were satisfied that the Council already adhered to all the procedures set out in the letter.

RECOMMENDED that the letter be noted.

4. REVIEW OF FINANCIAL REGULATIONS

Members reviewed the current version of the Council's Financial Regulations and agreed that no changes were necessary. However, it was agreed that the Clerk would in future submit quarterly reports showing receipts and payments for each budget head. In addition, it was noted that the direct debit authority for the telephone and broadband bills for the Parish Hall should be renewed.

RECOMMENDED:

- (1) That the Council's Financial Regulations continue unaltered;
- (2) That the telephone accounts for the Parish Hall telephone line and broadband connection continue to be paid by variable direct debit.

COPYTHORNE PARISH COUNCIL
DRAFT ESTIMATES 2014/15

Item		2012/13	2013/14		2014/15
		Actual Outturn	Original Estimate	Expected Outturn	Draft Provision
EXPENDITURE					
Clerk's salary		6765	6832	6832	7100
Employer NI		0	0	0	0
Clerk's room allowance		292	300	300	310
Mileage		368	415	415	425
Postage		234	390	390	400
Telephone		215	300	350	350
Printing/photocopying		312	385	350	360
Stationery		104	110	110	115
Publications		15	16	16	16
Meeting room hire		272	270	270	280
Chairman's Expenses		0	0	0	365
Insurance		317	325	325	325
Audit fees		240	250	210	220
Equipment		0	85	85	85
Training		60	85	85	90
Splitwind Pond maintenance		0	500	350	500
Data Protection Act fee		35	35	35	35
HALC Membership fee		521	535	529	545
CPRE Membership fee		29	30	30	30
Stanleys Own Magazine (Parish Council notes)		100	125	125	125
Remembrance Day wreath		30	30	30	30
Anti-virus subscription		32	40	40	40
Annual Parish Meeting		12	20	0	20
Grants		695	1200	1200	600
Highway seats & red telephone boxes - maintenance		0	250	250	250
Notice boards		0	55	55	100
Web site		360	400	375	400
Internet connection, Village Hall		453	435	435	455
GIS Partnership		0	100	50	100
Speedwatch scheme		0	0	0	0
Bank charges		20	0	0	0
<i>Projects etc</i>	PC publicity (Jubilee leaflet)	150	0	0	0
	Highway safety signs	0	800	935	0
	Lengthsman scheme	0	2000	1000	2000
	Red tel boxes - information panels	0	300	300	0
	First Responder & First Aid training	0	150	0	150
	Jubilee (Room hire £110 Grants £333)	444	0	0	0
VAT		276	300	300	300
Elections		0	0	0	0
Special Funds:					
	Maintenance Fund	500	500	500	500
	Clerk's Gratuity	253	256	256	259
	Elections	625	625	625	625
	New equipment	250	250	250	250
	Play Area	0	0	0	500
<i>Total Expenditure</i>		13979	18699	17408	18255
INCOME					
Precept		14700	14700	14700	14700
Bank interest		11	15	15	15
VAT refunds		470	300	276	300
Bank charge refunds		20	0	0	0
District Councillor Grants		400	0	0	0
County Councillor Grants		800	0	0	0
Red telephone boxes (Special Fund)		0	0	0	0
Lengthsman scheme grant		0	1000	1000	1000
Other Special Fund provisions retained		1628	1631	1631	2134
NFDC council tax grant		0	624	626	465
<i>Total Income</i>		18029	18270	18248	18614
NOTES:					

	2012/13	2013/14		2014/15
SUMMARY	Actual Outturn	Original Estimate	Expected Outturn	Draft Provision
Balance brought forward	8622	12672	12672	13512
Total INCOME	18029	18270	18248	18614
	26651	30942	30920	32126
Total EXPENDITURE	13979	18699	17408	18255
Balance carried forward	12672	12243	13512	13871
Estimated balances at 31/3/15				
	Gen Fund	3807	Special Funds	10064

MEMORANDUM: SPECIAL FUNDS

	To 2012/13	2013/14 Contributions	2013/14 Spend	2014/15 Contributions	2014/15 Spend	Total
Maintenance Fund	2000	500	0	500	0	3000
Clerk's gratuity	1474	256	0	259	0	1989
Elections	625	625	0	625	0	1875
Red telephone boxes	1000	0	0	0	0	1000
New equipment	250	250	0	250	0	750
Queen's Diamond Jubilee	333	0	0	0	0	0
Chairman's project	0	950	0	0	0	950
Play Area	0	0	0	500	0	500

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