



A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Friday May 28th 2021 starting at 11am.

Attendees:-

Voting:- Cllrs Graham Chillcott; Steve Herra; Jackie Rhodes; Sylvia Wiggins

Non Voting:- Mr. David Rigby – Clerk and RFO

A G E N D A (with DRAFT notes of discussions)

1. **Election of a Chairman** - Cllr. Graham Chillcott was approved as Chairman by the three voting members present
2. **Apologies for absence** – Cllr. Jackie Rhodes did not join the meeting until Item 5 due to technical difficulties
3. **Declarations of Interest** - None
4. **Review of notes of previous meeting (Feb 19th 2021)** – All present were happy that the notes of the previous meeting were accurate
5. **Update on AGAR 2020/21 Processes. (DR)** – The Clerk/RFO read through the prepared report. All members were happy with the content. The report will be presented to Council for noting at its June 8th 2021 meeting
6. **Review of the report prepared by the Responsible Financial Officer of income and expenditure against the approved budget for the two months to May 31st 2021. (DR)** - The Clerk/RFO read through the prepared report. All members were happy with the content.
7. **Review of the Council's insurance renewal due on June 8th 2020. (DR)** - The Clerk/RFO read through the prepared report. All members were happy with the content, an abridged version of which will be included in the "Clerk's Report" to Council for the June 8th 2021 meeting
8. **Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee** - None
9. **Agree date for next meeting** - Friday September 3rd 2021, 11am (Provisional)

The meeting closed at 11.17am

COPYTHORNE PC - FINANCE AC MEETING – FRIDAY MAY 28TH 2021

ITEM NO: 4 – Review of DRAFT notes of previous meeting (February 19th 2021)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Friday February 19th 2021 starting at 11am.

Attendees:-

Voting:- Cllrs Simon Lucas (Chair); Steve Herra; Graham Chillcott; Sylvia Wiggins

Non Voting:- Mr. David Rigby – Clerk and RFO

A G E N D A (with DRAFT notes of discussion)

- 1. Apologies for absence - None**
- 2. Declarations of Interest - None**
- 3. Review of notes of previous meeting (Dec 15th 2020) – All present were happy that the notes of the previous meeting were accurate**
- 4. Review of the report prepared by the Responsible Financial Officer of expected income and expenditure against the approved budget for the ten months to January 31st 2021 – DR as RFO talked through the report that had previously been shared. No budget lines are of concern. Whilst overall year to date spending looks light (54% of annual budget) it must be remembered that many budget lines are in fact reserves for future year spending that will be transferred before year end. Also other areas of spending will occur during the remaining six weeks of the financial year. GC asked what the RFO thought would be left unspent at March 31st 2021. The RFO indicated that an exact figure could not be provided at this time but that he estimated the figure to be around £2,000.**
- 5. Review of the Internal Audit Review produced by Tim Light following a video conference call on February 10th 2021 (subject to receipt) – DR as RFO talked through the review report that had been received from Tim Light (Internal Auditor) in the last few days. No areas of concern have been raised by Tim Light. All voting members of the Finance Advisory committee approved the report and thanked the RFO for his hard work in gathering together all the information Tim Light required. The report will be shared with Council for approval on March 9th 2021.**
- 6. Consideration of any recommendations from the RFO of suggested virements between budget lines as required to be recommended to Council – DR as RFO advised that he consider no virements were necessary between individual budget lines. Any small areas of overspend were covered by underspends within the sections of the budget.**
- 7. Review of the RFO's report on the expected level of Council reserves as at January 31st 2021 – DR as RFO talked through the report that had been previously shared.**

8. Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee –

1. GC asked whether as a parish council do we believe that our operations are such that we may wish to look at the overall amount of time we need to purchase for our administrative support and clerking services. SL advised that the Personnel & Governance Advisory Committee was the most appropriate Advisory Committee to initially consider this matter and that he - as Chairman of that Advisory Committee - would discuss the matter with the Clerk before reporting back to the Personnel & Governance Advisory Committee as a Confidential Item at its next meeting on April 22nd 2021. GC asked if the matter could be discussed sooner if it was felt necessary, SL confirmed that it could and would if necessary.
2. Funding for two new noticeboards. The Five Year Plan Advisory Committee that had met just before the Finance Advisory Committee had asked for confirmation that funding of £3,000 to £3,500 was available to cover the cost of two new noticeboards. The RFO confirmed that £2,000 of Designated Reserves and £1,000 of 2020/21 budget was directly available and additional funds could, if required, be taken from the 2019/20 District/County Councillor grant funds held for projects that remained in the Designated Reserves.

9. Agree date for next meeting – Friday May 28th 2021, 11am

The meeting closed at 11.34am

COPYTHORNE PC – FINANCE AC MEETING - FRIDAY MAY 28th 2021

Item 5 - Update on 2020/21 Annual Governance and Accountability Return ("AGAR") Processes

The Clerk presented the AGAR (part 3) to the May 4th 2021 Council meeting.

At that meeting:-

- The Annual Governance Statement 2020/21 (Section 1, page 4 of 6) was approved by the Council (minute ref: 92a/21)
- The Accounting Statement 2020/21 (Section 2, page 5 of 6) was also approved by the Council (minute ref: 92b/21)

The next steps are as follows:-

- The required "Notice of Public Rights" to view the AGAR and other financial papers need to be displayed on the Parish Council website and our noticeboards
- All of the required financial documentation needs to be added to the Parish Council website and also sent to PKF Littlejohn, the Council's external auditor.

The required period of public access is 30 working days and needs to include the first 10 working days of July 2021. PKF Littlejohn suggests using the period Monday June 14th 2021 to Friday July 23rd 2021.

So the Clerk/RFO will undertake the two "next steps" above on Friday June 11th 2021.

DAVID RIGBY
Parish Clerk/RFO
May 20th 2021

Clerk Costs / Office Costs											
Item	Clerk Salary	Office Allowance	Mileage	Payroll	Office Admin	Office Phone	IT Equip	Antivirus Software	DPA Licence	Software licences	Totals
Budget	8650.00	250.00	240.00	150.00	100.00	200.00	150.00	40.00	35.00	100.00	9,915.00
Q1 20/21	1373.34	36.00	36.00	21.66	10.99	31.83					
Q2 20/21											
Q3 20/21											
Q4 20/21											
Actuals	1373.34	36.00	36.00	21.66	10.99	31.83	0.00	0.00	0.00	0.00	1,509.82
% Spent	16%	14%	15%	14%	11%	16%	0%	0%	0%	0%	15%
Overspend?	No	No	No	No	No	No	No	No	No	No	No

General Admin											
Item	Room Hire (incl BB)	Stationary Postage Print	Parish Newsletter	Stanleys Own Magazine	Advertising	Annual Parish Meeting	Defib supplies	Website			Totals
Budget	400.00	250.00	400.00	150.00	100.00	50.00	175.00	550.00			2,075.00
Q1 20/21	23.98	9.96	67.20								
Q2 20/21											
Q3 20/21											
Q4 20/21											
Actuals	23.98	9.96	67.20	0.00	0.00	0.00	0.00	0.00			101.14
% Spent	6%	4%	17%	0%	0%	0%	0%	0%			5%
Overspend?	No	No	No	No	No	No	No	No			No

Subscriptions/Mandatory/Grants											
Item	HALC/Nalc Subs	SLCC Subs	GIS / Map software	Audit Fees	Insurance	Elections	Training	S137 Grants	Wreath	Mag Subs	Totals
Budget	900.00	140.00	105.00	500.00	700.00	250.00	550.00	500.00	30.00	50.00	3,725.00
Q1 20/21	698.99			150.00			64.88			36.00	
Q2 20/21											
Q3 20/21											
Q4 20/21											
Actuals	698.99	0.00	0.00	150.00	0.00	0.00	64.88	0.00	0.00	36.00	949.87
% Spent	78%	0%	0%	30%	0%	0%	12%	0%	0%	72%	25%
Overspend?	No	No	No	No	No	No	No	No	No	No	No

Misc & Playground												
Item	Chair's Allow	External Asset Maint	Telephone Box Maint.	Splitwind Pond	Lengthsman		RPII Op Insp	RPII Ann. Insp	Regular Maint	Longer Term Maint. Reserve	Visual Inspection Traning	Totals
Budget	250.00	250.00	250.00	550.00	1250.00		95.00	100.00	200.00	500.00	200.00	3,645.00
Q1 20/21									8.74			
Q2 20/21												
Q3 20/21												
Q4 20/21												
Actuals	0.00	0.00	0.00	0.00	0.00		0.00	0.00	8.74	0.00		8.74
% Spent	0%	0%	0%	0%	0%		0%	0%	9%	0%		0%
Overspend?	No	No	No	No	No		No	No	No	No		No

Other & Projects											
Item	Contingency	Benches	Notice boards	New SID Fund	Enviro projects	PDS					Totals
Budget	750.00	1,000.00	1,000.00	500.00	250.00	500.00					4,000.00
Q1 20/21		52.08									
Q2 20/21											
Q3 20/21											
Q4 20/21											
Actuals	0.00	52.08	0.00	0.00	0.00						52.08
% Spent	0%	5%	0%	0%	0%						1%
Overspend?	No	No	No	No	No						No

COMMENTS RE AREAS OF OVERSPEND

Total Budget 23,360.00

Ex VAT Spend 2,621.65

% Spend to date 11%
(2 mth % should be 17%)

BUDGETED INCOME			UNBUDGETED INCOME					TOTAL
Item	NFDC Precept	Transfers from Reserves	Bank Interest	Dist./Cty. Cllr. Grants	VAT Refunds	Donation	Other	TOTALS
Budget	23,360.00	0.00	0.00	0.00	0.00	0.00	0.00	23,360.00
Q1 20/21	11,680.00		0.44					11,680.44
Q2 20/21								0.00
Q3 20/21								0.00
Q4 20/21								0.00
Actuals	11,680.00	0.00	0.44	0.00	0.00	0.00	0.00	11,680.44

Projected in Budget for 2021/22

Precept	23,360.00
Total Expenditure	23,360.00
Balance	0.00

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Item 7 - Review of the Council's insurance renewal due on June 8th 2021

On June 11th 2019 Council agreed (minute 267/19) to enter into a Long Term Agreement through Came & Co with AXA for our insurance requirements for the three years commencing June 8th 2019.

The renewal premium for 2020/21 was £673.04 (this included cover for "Street Furniture" with an insurance value of £16,037).

During 2020/21 we needed to increase the level of cover for "Street Furniture" to £25,000 following the addition of more Villages Signs; new benches; and a fourth Red Phone Box. No pro-rata increase was charged by the insurers for this mid term change.

For 2021/22 we have needed to increase the level of "Street Furniture" cover further to £35,000. This is to cover the two new noticeboards; the bus shelter; the replacement Speed Indicator Device; and allow for additional new noticeboards.

The result of the higher level of "Street Furniture" cover together with the index linked increase for the playground and war memorial cover is an increased in the total premium to £731.54.

£700.00 of this was included in the 2021/22 Budget, the other £31.54 will be covered from either underspends elsewhere in the budget or VAT refunds which will be received.

DAVID RIGBY
Parish Clerk/RFO
May 20th 2021