



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Friday May 27th 2022 starting at 11am.

Present

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

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

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

1. **Election of a Chairman.**
Cllr. Graham Chillcott was proposed by Jackie Rhodes, seconded by Steve Herra and unanimously approved as Chairman by the voting members
2. **Apologies for absence.**
Received from Sylvia Wiggins
3. **Declarations of Interest**
None
4. **Review of notes of previous meeting (March 4th 2022).**
All present were happy that the notes of the previous meeting accurately reflected the discussions
5. **Update on AGAR 2021/22 Processes. (DR)**
DR read his report (a copy of which is attached). No questions raised.
6. **Review of the Council's insurance renewal due on June 9th 2022. (DR)**
DR read his report (a copy of which is attached). No questions raised
7. **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 2022. (DR)**
DR read his report (a copy of which is attached). No questions raised
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 9th 2022, 11am

Meeting closed at 11.28am

Copythorne Parish Council – Finance AC Meeting – May 27th 2022

Item 1 – Election of a Chairman

The Terms of Reference for the Finance Advisory Committee state the following:-

The voting members of the Finance Advisory Committee will elect a Chairman annually.

Voting members of the Finance Advisory Committee are able to nominate themselves or another member for election to the role of Chairman. Any nomination needs to be seconded.

Should there be more than one person nominated then a vote will take place in accordance with Standing Order 8:-

“Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.”

David Rigby, Clerk
May 17th 2022

Copythorne Parish Council - Finance AC Meeting – May 27th 2022

Item 4 – Review of notes of previous meeting (March 4th 2022)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Friday March 4th 2022 starting at 11am.

Attendees: Voting:- Cllrs Graham Chillcott (Chair); Steve Herra; Jackie Rhodes; 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 (December 3rd 2021)

All present were happy that the notes of the previous meeting accurately reflected the discussions

4. Review of the report prepared by the Responsible Financial Officer of expected income and expenditure against the approved budget for the eleven months to February 28th 2022.

DR talked through the report confirming that there were no areas of concern. A few modest overspends which were covered elsewhere.

5. Review of the Internal Audit Review produced by Tim Light following a meeting on February 4th 2022.

DR talked through the Internal Auditor's Interim Review which contained no issues of concern. GC proposed; SW seconded; all voting members in favour of the report being presented to Council at its meeting on March 8th 2022 for approval.

ACTION – Clerk/RFO to present report at Council meeting on March 8th 2022

6. RFO's report on the level of Council reserves as at January 31st 2022

DR talked through the Reserves report. No questions raised.

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

None

8. Agree date for next meeting.

Friday May 27th 2022, 11am

Meeting closed at 11.28am

COPYTHORNE PC – FINANCE AC MEETING - FRIDAY MAY 27th 2022

Item 5 - Update on 2021/22 Annual Governance and Accountability Return (“AGAR”) Processes

The Clerk presented the AGAR (Form 3) to the May 10th 2022 Council meeting.

At that meeting:-

- The Annual Governance Statement 2021/22 (Section 1, page 4 of 6) was approved by the Council (minute ref: 93b/22)
- The Accounting Statement 2021/22 (Section 2, page 5 of 6) was also approved by the Council (minute ref: 93c/22)

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 13th 2022 to Friday July 22nd 2022.

So the Clerk/RFO will undertake the two “next steps” above on Friday June 10th 2022 as agreed by Council at the May 10th 2022 meeting (minute ref: 93d/22).

DAVID RIGBY
Parish Clerk/RFO
May 17th 2022

COPYTHORNE PC – FINANCE AC MEETING - FRIDAY MAY 27th 2022

Item 6 - Review of the Council's insurance renewal due on June 9th 2022

On June 11th 2019 Council agreed (minute 267/19) to enter into a Long Term Agreement through Came & Co Insurance Brokers with AXA for our insurance requirements for the three years commencing June 9th 2019.

The renewal premium for 2021/22 was £731.54 (including a £50 Admin Fee)

The renewal invitation for 2022/23 from AJ Gallagher (who have taken over Came & Co) is for £900.60. AJ Gallagher are recommending switching insurer from AXA to Hiscox. This is because AXA are no longer operating in the Parish Council Sector. Ecclesiastical Insurance Group ("EIG") who have previously quoted have also withdrawn from the sector.

I have obtained an alternative quote from BHIB Council's Insurance (an insurance broker whose policy is underwritten by Aviva Insurance Ltd). This quote, which offers equal or better levels of standard cover is for £760.44 (circa £140 less than with Hiscox and only £29 (4%) more than last year's premium.

If we enter into a three year Long Term Agreement ("LTA") then the first year's premium drops to £715.38 (£16 cheaper than last year). The terms of the LTA are similar to that entered into with AXA in 2019.

The sum of £800.00 was included in the 2022/23 Budget for Insurance so the premium is fully budgeted for.

I will therefore - in accordance with the authority provided to me by our Standing Orders and Financial Regulations - be arranging cover with BHIB Councils Insurance on the terms detailed above and entering into the three year LTA.

DAVID RIGBY
Parish Clerk/RFO
May 17th 2022

COPYTHORNE PARISH COUNCIL - FLOODING AC MEETING - MAY 27TH 2022

ITEM 7 - BUDGET MONITORING 2022/23 (2 MTHS TO 31/05/22)

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	9450.00	300.00	240.00	150.00	105.00	210.00	158.00	42.00	35.00	105.00	10,795.00
Q1 20/21	1431.00	37.50	51.75	21.66	6.00	26.18					
Q2 20/21											
Q3 20/21											
Q4 20/21											
Actuals	1431.00	37.50	51.75	21.66	6.00	26.18	0.00	0.00	0.00	0.00	1,574.09
% Spent	15%	13%	22%	14%	6%	12%	0%	0%	0%	0%	15%
Overspend?	No	No	Yes	No	No	No	No	No	No	No	No

General Admin											
Item	Room Hire (incl BB)	Stationary Postage Print	Parish Newsletter	Stanleys Own Magazine	Annual Parish Meeting	Defib supplies	Website				Totals
Budget	420.00	250.00	500.00	200.00	50.00	175.00	600.00				2,195.00
Q1 20/21	143.98	97.50	73.70		15.50						
Q2 20/21											
Q3 20/21											
Q4 20/21											
Actuals	143.98	97.50	73.70	0.00	15.50	0.00	0.00				330.68
% Spent	34%	39%	15%	0%	31%	0%	0%				15%
Overspend?	Yes	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	920.00	150.00	250.00	525.00	800.00	250.00	500.00	500.00	30.00	50.00	3,975.00
Q1 20/21	705.23			160.00						36.00	
Q2 20/21											
Q3 20/21											
Q4 20/21											
Actuals	705.23	0.00	0.00	160.00	0.00	0.00	0.00	0.00	0.00	36.00	901.23
% Spent	77%	0%	0%	30%	0%	0%	0%	0%	0%	72%	23%
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		100.00	100.00	200.00	500.00	200.00	3,650.00
Q1 20/21		6.70										
Q2 20/21												
Q3 20/21												
Q4 20/21												
Actuals	0.00	6.70	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	6.70
% Spent	0%	3%	0%	0%	0%		0%	0%	0%	0%	0%	0%
Overspend?	No	No	No	No	No		No	No	No	No	No	No

Other & Projects											
Item	Contingency	Benches	Notice boards	Enviro projects	Platinum Jubilee	PDS					Totals
Budget	500.00	500.00	1,000.00	500.00	1,000.00	500.00					4,000.00
Q1 20/21											
Q2 20/21											
Q3 20/21											
Q4 20/21											
Actuals	0.00	0.00	0.00	0.00	0.00	0.00					0.00
% Spent	0%	0%	0%	0%	0%	0%					0%
Overspend?	No	No	No	No	No	No					No

COMMENTS RE AREAS OF OVERSPEND		Total Budget	24,615.00
Mileage	Should correct over the year	Ex VAT Spend	2,812.70
Room Hire	Combined cost of F2F plus Zoom and additional Flooding AC mtgs	% Spend to date	11%
Printing	One off cost of Transport leaflet, should level out over the year	(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	24,615.00	0.00	0.00	0.00	0.00	0.00	0.00	24,615.00
Q1 20/21	12,307.50	0.00	0.48	0.00	903.59	0.00	0.00	13,211.57
Q2 20/21								0.00
Q3 20/21								0.00
Q4 20/21								0.00
Actuals	12,307.50	0.00	0.48	0.00	903.59	0.00	0.00	13,211.57

Projected in Budget for 2022/23	
Precept	24,615.00
Total Expenditure	24,615.00
Balance	0.00