



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday November 17th 2022 starting at 11am.

Members of Advisory Committee present:

Voting:- Cllrs Graham Chillcott (Chairman); 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 (September 8th 2022).

All members present at the September 8th 2022 meeting were happy that the notes of the previous meeting accurately reflected the discussions. With reference to Item 7 at that meeting DR reminded all members that he had advised them on September 21st 2022 that our Internal Auditor had said the following in an e-mail received on September 20th 2022 *“As mentioned I am comfortable that the current internal control system is sufficient for the Parish Council and provides clear internal checks to ensure that all payments are appropriate and approved in line with your financial regulations.”*

4. To discuss and approve a recommendation to Council of the 2023/24 Budget

The RFO presented an initial draft of the 2022/23 Budget which was discussed line by line by the Advisory Committee members. The proposed budget totalling £25,779, an increase of £1,164 (equating to a 4.7% rise on 2022/23) was proposed by GC, seconded by JR, all voting members in favour. A copy of the proposed budget is attached.

ACTION – RFO to prepare a report recommending the budget for approval at the Council meeting on December 13th 2022.

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

None

6. Agree date for next meeting.

Friday March 3rd 2023, 11am

Meeting ended at 11.38am

Copythorne Parish Council - Finance AC Meeting – Nov 17th 2022

Item 3 – Review of notes of previous meeting (Sept 8th 2022)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday September 8th 2022 starting at 11am.

Members of Advisory Committee present:

Voting:- Cllrs Graham Chillcott (Chairman); 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 (May 27th 2022).

All members present at the May 27th 2022 meeting were happy that the notes of the previous meeting accurately reflected the discussions

4. Update on AGAR 2021/22 Outcome. (DR)

DR as RFO confirmed to all members that PKF Littlejohn (the External Auditors) had signed off the AGAR and associated papers without any comments or requiring any additional information of corrections to what was submitted. The required “Notice of Completion of Audit” had been added to the Council’s website and Noticeboards. The Chairman asked that the Clerk/RFO accepted the thanks of the Finance Advisory Committee for his efforts.

5. Review of the report prepared by the Responsible Financial Officer of income and expenditure against the approved budget for the five months to August 31st 2022. (DR)

DR as RFO talked through the report attached and advised that at this point he had no concerns regarding the Council’s finances. SH asked about overspend on “Room Hire” and DR advised that this could if required be covered from the “Contingency” budget line. The Chairman asked that a vote of thanks to the RFO be recorded for continuing to provide clarity on the budget position.

6. Consideration of any recommendations from the RFO of suggested virements between budget lines as required to be recommended to Council. (DR)

DR as RFO advised that no virements were required at this time.

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

GC advised that Cllr. Goodwin had raised a query about whether we were fully following the requirements of our Financial Regulations in the reporting of individual payments within the minutes of Council meetings. Currently the number and value of payments are recorded with a more detailed list included as a report to the meeting. He suggested that the Clerk (as RFO) e-mail the Council's Internal Auditor for his thoughts on this query and to provide members of the Finance Advisory Committee with the response for further consideration. Those present agreed with this suggestion.

ACTION – The Clerk (as RFO) to undertake the required actions.

8. Agree date for next meeting.

Thursday November 17th 2022, 11am

Meeting closed at 11.30am

COPYTHORNE PC - FINANCE ADVISORY COMMITTEE - NOVEMBER 17TH 2022

ITEM 4 - To discuss and approve a recommendation to Council of the Budget for 2023-24

(Initial drafting by R F O)

EXPENDITURE	2022-23			NOTES FOR 2023-24	2023-24 BUDGET	2023-24 UPLIFT
	BUDGET	PRECEPT	SPEND ?			
	£	£	£			
1.Clerk's Costs						
Salary	9,450	9450	12400	Allows for Clerks 2022 Pay Review	11500	21.7
Room Allowance	300	300	230	Allow for small increase in paid working from home allowance	250	-16.7
Mileage	240	240	240	No change from 2022-23 budget	240	0.0
Payroll	150	150	130	No change from 2022-23 budget	150	0.0
Section Total	10,140	10140	13000		12140	19.7
2.Office Costs						
Gen Office Admin	105	105	100	Inflation increase on expected 2022-23 spend	110	4.8
Office Phone	210	210	200	Inflation increase on expected 2022-23 spend	220	4.8
IT Equip	158	158	158	Inflation increase on expected 2022-23 spend	170	7.6
Virus Protection	42	42	40	Inflation increase on expected 2022-23 spend	44	4.8
Data Protection	35	35	35	No change from 2022-23 budget	35	0.0
Software Licenses	105	105	105	No change from 2022-23 budget	105	0.0
Section Total	655	655	638		684	4.4
3.General Admin						
Parish Hall Room Hire & BB	420	420	570	Reflects Parish Hall & other hall rents plus Zoom Subscription	600	42.9
Stationery/Postage/Printing	250	250	250	Inflation increase on expected 2022-23 spend	275	10.0
Newsletter	500	500	450	Inflation increase on expected 2022-23 spend	500	0.0
Stanley's Own Magazine	200	200	176	Reflects expected increase in cost of 2 pages per month	200	0.0
Annual Parish Meeting	50	50	50	No change from 2022-23 budget	50	0.0
Defib Consumables	175	175	175	Lower cost as batteries bought in 2022-23	150	-14.3
Website	600	600	610	Inflation increase on expected 2022-23 spend	650	8.3
Section Total	2,195	2195	2281		2425	10.5
4.Subs/Mandatory/Grants						
HALC/NALC Subs	920	920	903	Reflects expected increase	950	3.3
SLCC Subs	150	150	144	No change from 2022-23 budget	150	0.0
NFDC GIS/Parish Online	250	250	150	Parish Map only as Parish Online free with insurance	150	-40.0
Audit Fees	525	525	525	Inflation increase on expected 2022-23 spend	550	4.8
Insurance	800	800	715	Long Term agreement should soften annual increase	800	0.0
Elections	250	250	250	Needs to reflect possibility of contested elections in May 2023	500	100.0
Training	500	500	300	No change from 2022-23 budget (new councillors?)	500	0.0
S137 Grants	500	500	500	No change from 2022-23 budget	500	0.0
Wreath	30	30	20	No change from 2022-23 budget	30	0.0
Magazine Subs	50	50	36	No change from 2022-23 budget	50	0.0
Section Total	3,975	3975	3543		4180	5.2
5.Misc						
Chair's Allowance	250	250	250	No change from 2022-23 budget	250	0.0
External Asset Maint.	250	250	250	No change from 2022-23 budget	250	0.0
Telephone Boxes	250	250	200	No change from 2022-23 budget	250	0.0
Splitwind Pond	550	550	550	Reserve built up from previous underspends	0	-100.0
Lengthsman CPC	1,250	1250	500	Reserve built up from previous underspends	1000	-20.0
Section Total	2,550	2550	1750		1750	-31.4
6.Playground						
RPII Operational Inspection	100	100	88	No change from 2022-23 budget	100	0.0
RPII Annual Inspection	100	100	88	No change from 2022-23 budget	100	0.0
Maintenance Fund	200	200	200	No change from 2022-23 budget	200	0.0
Longer term maintenance	500	500	500	No change from 2022-23 budget	500	0.0
Playground Insp. Training	200	200	200	No change from 2022-23 budget	200	0.0
Section Total	1,100	1100	1076		1100	0.0
Other Items/Projects						
Contingency Fund	500	500	500	No change from 2022-23 budget	500	0.0
Benches	500	500	500	No change from 2022-23 budget	500	0.0
Noticeboard	1,000	1000	1000	Allows for replacement of final two noticeboards	1000	0.0
Jubilee '22/Coronation '23	1,000	1000	1000	To cover possible grant(s) re Coronation Events	500	-50.0
Environmental Projects	500	500	500	Climate Change projects continuing	500	0.0
Parish Design Statement	500	500	500	Reflects need to build up reserves to support	500	0.0
Section Total	4,000	4000	4000		3500	-12.5
TOTAL	24,615.00	24,615.00	26,288.00		25,779	4.7
INCOME	BUDGET	PRECEPT	RECEIPT?			
Precept	24,615	24,615	24615	2023-24 Precept increase of £1,164 (4.7%)	25,779	4.7
Bank Interest	0	0	20	Not included in budget	0	0.0
Transfers from Reserves (*)	0	0	2350	No transfers from Reserves required	0	0.0
(* Agreed to cover back pay)						
TOTAL	24,615	24,615	26985		25,779	4.7

David Rigby, RFO to Copythorne Parish Council, November 10th 2022