



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Friday June 2nd 2023 starting at 11am.

Present:

Voting:- Cllrs Graham Chillcott; Jackie Rhodes; Sylvia Wiggins; Cllr. Raquelle Atherton

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 SW, seconded by JR and unanimously approved as Chairman by the voting members
2. **Apologies for absence.**
None
3. **Declarations of Interest.**
None
4. **Review of notes of previous meeting (March 3rd 2023).**
All voting members present at the last meeting were happy that the notes of the meeting held on March 3rd 2023 accurately reflected the discussions.
5. **Update on AGAR 2022/23 Processes. (DR)**
DR read his report (a copy of which is attached). No questions raised.
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 2023. (DR)**
DR read his report (a copy of which is attached). RA asked if VAT claims were submitted quarterly, DR advised that the frequency is governed by the HMRC process. RA also asked if the unused King's Coronation budget of £500 would be transferred to Reserves, DR advised that he has been asked to look at the cost of a brass plaque inside the Parish Hall to commemorate the unveiling of the Platinum Jubilee Clock on the day of the King's Coronation which some of this budget line might be used for.
7. **Review of the Council's insurance renewal due on June 8th 2023. (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 1st 2023, 11am

Meeting closed at 11.22am

Copythorne Parish Council – Finance AC Meeting – June 2nd 2023

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 26th 2023

Copythorne Parish Council - Finance AC Meeting – June 2nd 2023

Item 4 – Review of notes of previous meeting (March 3rd 2023)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Friday March 3rd 2023 starting at 11am.

Present:

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 (February 3rd 2023)

All present were happy that the notes of the previous meeting held on February 3rd 2023 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 2023.

DR (as RFO) talked through the report. SH asked about the £1,250 for Lengthsman which DR explained was part of a build-up of future funds should HCC cease their funding.

5. Consideration of any required virements against the 2022/23 Budget.

DR (as RFO) talked through the report. All present were happy with the proposed virements which will in due course be presented to a Council Meeting for approval.

6. RFO's report on the level of Council reserves as at February 28th 2023

DR (as RFO) talked through the report which was noted.

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

None.

8. Agree date for next meeting.

Friday June 2nd 2023, 11am

Meeting closed at 11.28am

COPYTHORNE PC – FINANCE AC MEETING - FRIDAY JUNE 2ND 2023

Item 5 - Update on 2022/23 Annual Governance and Accountability Return (“AGAR”) Processes

The Clerk presented the AGAR (Form 3) to the May 16th 2023 Council meeting.

At that meeting:-

- The Annual Governance Statement 2022/23 (Section 1, page 4 of 6) was approved by the Council (minute ref: 93b/23)
- The Accounting Statement 2022/23 (Section 2, page 5 of 6) was also approved by the Council (minute ref: 93c/23)

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 BDO LLP, 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 2023. BDO LLP suggests using the period Monday June 12th 2023 to Friday July 21st 2023.

So the Clerk/RFO will undertake the two “next steps” above on Wednesday June 7th 2023 as agreed by Council at the May 16th 2023 meeting (minute ref: 93d/23).

DAVID RIGBY
Parish Clerk/RFO
May 26th 2023

Clerk Costs / Office Costs											
Item	Clerk's Salary	Office Allowance	Mileage	Payroll	Office Admin	Office Phone	IT Equip	Antivirus Software	DPA Licence	Software licences	Totals
Budget	11500.00	250.00	240.00	150.00	110.00	220.00	170.00	44.00	35.00	105.00	12,824.00
Q1 23/24	1903.54	38.86	36.90			31.67					2,010.97
Q2 23/24											0.00
Q3 23/24											0.00
Q4 23/24											0.00
Actuals	1903.54	38.86	36.90	0.00	0.00	31.67	0.00	0.00	0.00	0.00	2,010.97
% Spent	17%	16%	15%	0%	0%	14%	0%	0%	0%	0%	16%
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	Annual Parish Meeting	Defib supplies	Website				Totals
Budget	600.00	275.00	500.00	200.00	50.00	150.00	650.00				2,425.00
Q1 23/24	130.98	16.64	88.58								236.20
Q2 23/24											0.00
Q3 23/24											0.00
Q4 23/24											0.00
Actuals	130.98	16.64	88.58	0.00	0.00	0.00	0.00				236.20
% Spent	22%	6%	18%	0%	0%	0%	0%				10%
Overspend?	No	No	No	No	No	No	No				No

Subscriptions/Mandatory/Grants											
Item	HALC/Naic Subs	SLCC Subs	GIS / Map software	Audit Fees	Insurance	Elections	Training	S137 Grants	Wreath	Mag Subs	Totals
Budget	950.00	150.00	150.00	550.00	800.00	500.00	500.00	500.00	30.00	50.00	4,180.00
Q1 23/24	901.18			170.00							1,071.18
Q2 23/24											0.00
Q3 23/24											0.00
Q4 23/24											0.00
Actuals	901.18	0.00	0.00	170.00	0.00	0.00	0.00	0.00	0.00	0.00	1,071.18
% Spent	95%	0%	0%	31%	0%	0%	0%	0%	0%	0%	26%
Overspend?	No	No	No	No	No	No	No	No	No	No	No

Misc & Playground												
Item	Chair's Allowance	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	0.00	1000.00		100.00	100.00	200.00	500.00	200.00	2,850.00
Q1 23/24												0.00
Q2 23/24												0.00
Q3 23/24												0.00
Q4 23/24												0.00
Actuals	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
% Spent	0%	0%	0%	#DIV/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	King's Coronation	PDS					Totals
Budget	500.00	500.00	1,000.00	500.00	500.00	500.00					3,500.00
Q1 23/24			1000.00								1,000.00
Q2 23/24											0.00
Q3 23/24											0.00
Q4 23/24											0.00
Actuals	0.00	0.00	1000.00	0.00	0.00	0.00					1,000.00
% Spent	0%	0%	100%	0%	0%	0%					29%
Overspend?	No	No	No	No	No	No					No

COMMENTS RE AREAS OF OVERSPEND

Total Budget 25,779.00

Ex VAT Spend 4,318.35

% Ex VAT Spend to date 17%
(2 mths % 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	25,779.00	0.00	0.00	0.00	0.00	0.00	0.00	25,779.00
Q1 23/24	12,889.50	0.00	37.04	0.00	0.00	0.00	0.00	12,926.54
Q2 23/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Q3 23/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Q4 23/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actuals	12,889.50	0.00	37.04	0.00	0.00	0.00	0.00	12,926.54

Projected in Budget for 2023/24	
Precept	25,779.00
Total Expenditure	25,779.00
Balance	0.00

COPYTHORNE PC – FINANCE AC MEETING - FRIDAY JUNE 2nd 2023

Item 7 - Review of the Council's insurance renewal due on June 9th 2023

At the Council meeting on June 14th 2022 I advised Council in my Clerk's Report (Item 12, minute 118/22) that I had entered into a Long Term Agreement through BHIB Insurance Brokers Ltd with Aviva for our insurance requirements for the three years commencing June 9th 2022.

The renewal premium for 2022/23 was £715.38.

The renewal invitation for 2023/24 is for £755.97.

The sum of £800.00 was included in the 2023/24 Budget for Insurance so the premium is fully budgeted for.

DAVID RIGBY
Parish Clerk/RFO
May 26th 2023