



## COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Friday September 1st 2023 starting at 9.30am.

Present

Voting:- Cllrs Graham Chillcott (Chair); 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. **Apologies for absence.**  
None
2. **Declarations of Interest.**  
None
3. **Review of notes of previous meeting (June 2nd 2023).**  
All voting members present at the last meeting were happy that the notes of the meeting held on June 2<sup>nd</sup> 2023 accurately reflected the discussions
4. **Update on AGAR 2022/23 Process. (DR)**  
DR advised that no requests to view the 2022/23 finance documents had been received during the “Notice of Public Rights” period. The confirmation of “Completion of Audit” is expected from BDO (the external auditors) shortly
5. **Review of the report prepared by the Responsible Financial Officer of income and expected expenditure against the approved budget for the five months to August 31<sup>st</sup> 2023. (DR)**  
DR read his report (a copy of which is attached to these notes) and confirmed that expenditure and income is as expected.
6. **Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee.**  
None
7. **Agree date for next meeting.**  
Thursday November 16<sup>th</sup> 2023, 9.30am ((provisional)

Meeting closed at 9.50am

## **Copythorne Parish Council - Finance AC Meeting – September 1st 2023**

### **Item 3 – Review of notes of previous meeting (June 2nd 2023)**

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 (Chair); Jackie Rhodes; Sylvia Wiggins; 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 3<sup>rd</sup> 2023).**  
All voting members present at the last meeting were happy that the notes of the meeting held on March 3<sup>rd</sup> 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 31<sup>st</sup> 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 8<sup>th</sup> 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 1<sup>st</sup> 2023, 11am

Meeting closed at 11.22am

| 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           |
| <b>Budget</b>              | <b>11500.00</b> | <b>250.00</b>    | <b>240.00</b> | <b>150.00</b> | <b>110.00</b> | <b>220.00</b> | <b>170.00</b> | <b>44.00</b>       | <b>35.00</b> | <b>105.00</b>     |  | <b>12,824.00</b> |
| Q1 23/24                   | 2892.39         | 58.97            | 61.20         | 0.00          | 0.00          | 48.20         | 0.00          | 0.00               | 0.00         | 0.00              |  | 3,060.76         |
| Q2 23/24                   | 1977.70         | 40.22            | 15.30         | 0.00          | 0.00          | 32.50         | 0.00          | 0.00               | 0.00         | 0.00              |  | 2,065.72         |
| Q3 23/24                   |                 |                  |               |               |               |               |               |                    |              |                   |  | 0.00             |
| Q4 23/24                   |                 |                  |               |               |               |               |               |                    |              |                   |  | 0.00             |
| <b>Actuals</b>             | <b>4870.09</b>  | <b>99.19</b>     | <b>76.50</b>  | <b>0.00</b>   | <b>0.00</b>   | <b>80.70</b>  | <b>0.00</b>   | <b>0.00</b>        | <b>0.00</b>  | <b>0.00</b>       |  | <b>5,126.48</b>  |
| % Spent                    | 42%             | 40%              | 32%           | 0%            | 0%            | 37%           | 0%            | 0%                 | 0%           | 0%                |  | 40%              |
| <b>Overspend?</b>          | <b>No</b>       | <b>No</b>        | <b>No</b>     | <b>No</b>     | <b>No</b>     | <b>No</b>     | <b>No</b>     | <b>No</b>          | <b>No</b>    | <b>No</b>         |  | <b>No</b>        |

| General Admin     |                     |                          |                   |                       |                       |                |               |  |  |  |  |                 |
|-------------------|---------------------|--------------------------|-------------------|-----------------------|-----------------------|----------------|---------------|--|--|--|--|-----------------|
| Item              | Room Hire (incl BB) | Stationary Postage Print | Parish Newsletter | Stanleys Own Magazine | Annual Parish Meeting | Defib supplies | Website       |  |  |  |  | Totals          |
| <b>Budget</b>     | <b>600.00</b>       | <b>275.00</b>            | <b>500.00</b>     | <b>200.00</b>         | <b>50.00</b>          | <b>150.00</b>  | <b>650.00</b> |  |  |  |  | <b>2,425.00</b> |
| Q1 23/24          | 143.97              | 24.96                    | 133.58            | 0.00                  | 0.00                  | 0.00           | 0.00          |  |  |  |  | 302.51          |
| Q2 23/24          | 110.98              | 45.09                    | 89.00             | 0.00                  | 0.00                  | 0.00           | 150.00        |  |  |  |  | 395.07          |
| Q3 23/24          |                     |                          |                   |                       |                       |                |               |  |  |  |  | 0.00            |
| Q4 23/24          |                     |                          |                   |                       |                       |                |               |  |  |  |  | 0.00            |
| <b>Actuals</b>    | <b>254.95</b>       | <b>70.05</b>             | <b>222.58</b>     | <b>0.00</b>           | <b>0.00</b>           | <b>0.00</b>    | <b>150.00</b> |  |  |  |  | <b>697.58</b>   |
| % Spent           | 42%                 | 25%                      | 45%               | 0%                    | 0%                    | 0%             | 23%           |  |  |  |  | 29%             |
| <b>Overspend?</b> | <b>No</b>           | <b>No</b>                | <b>Yes</b>        | <b>No</b>             | <b>No</b>             | <b>No</b>      | <b>No</b>     |  |  |  |  | <b>No</b>       |

| Subscriptions/Mandatory/Grants |                |               |                    |               |               |               |               |               |              |               |  |                 |
|--------------------------------|----------------|---------------|--------------------|---------------|---------------|---------------|---------------|---------------|--------------|---------------|--|-----------------|
| Item                           | HALC/Nalc Subs | SLCC Subs     | GIS / Map software | Audit Fees    | Insurance     | Elections     | Training      | S137 Grants   | Wreath       | Subscriptions |  | Totals          |
| <b>Budget</b>                  | <b>950.00</b>  | <b>150.00</b> | <b>150.00</b>      | <b>550.00</b> | <b>800.00</b> | <b>500.00</b> | <b>500.00</b> | <b>500.00</b> | <b>30.00</b> | <b>50.00</b>  |  | <b>4,180.00</b> |
| Q1 23/24                       | 901.18         | 177.00        | 0.00               | 170.00        | 755.97        | 0.00          | 0.00          | 0.00          | 0.00         | 36.00         |  | 2,040.15        |
| Q2 23/24                       | 0.00           | 0.00          | 0.00               | 0.00          | 0.00          | 0.00          | 228.68        | 0.00          | 0.00         | 0.00          |  | 228.68          |
| Q3 23/24                       |                |               |                    |               |               |               |               |               |              |               |  | 0.00            |
| Q4 23/24                       |                |               |                    |               |               |               |               |               |              |               |  | 0.00            |
| <b>Actuals</b>                 | <b>901.18</b>  | <b>177.00</b> | <b>0.00</b>        | <b>170.00</b> | <b>755.97</b> | <b>0.00</b>   | <b>228.68</b> | <b>0.00</b>   | <b>0.00</b>  | <b>36.00</b>  |  | <b>2,268.83</b> |
| % Spent                        | 95%            | 118%          | 0%                 | 31%           | 94%           | 0%            | 46%           | 0%            | 0%           | 72%           |  | 54%             |
| <b>Overspend?</b>              | <b>No</b>      | <b>Yes</b>    | <b>No</b>          | <b>No</b>     | <b>No</b>     | <b>No</b>     | <b>No</b>     | <b>No</b>     | <b>No</b>    | <b>No</b>     |  | <b>No</b>       |

| 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          |
| <b>Budget</b>     | <b>250.00</b>     | <b>250.00</b>        | <b>250.00</b>        | <b>0.00</b>    | <b>1000.00</b> |  | <b>100.00</b> | <b>100.00</b>  | <b>200.00</b> | <b>500.00</b>              | <b>200.00</b>             | <b>2,850.00</b> |
| Q1 23/24          | 0.00              | 0.00                 | 0.00                 | 0.00           | 0.00           |  | 0.00          | 0.00           | 0.00          | 0.00                       | 0.00                      | 0.00            |
| Q2 23/24          | 0.00              | 8.24                 | 0.00                 | 0.00           | 0.00           |  | 0.00          | 0.00           | 0.00          | 0.00                       | 0.00                      | 8.24            |
| Q3 23/24          |                   |                      |                      |                |                |  |               |                |               |                            |                           | 0.00            |
| Q4 23/24          |                   |                      |                      |                |                |  |               |                |               |                            |                           | 0.00            |
| <b>Actuals</b>    | <b>0.00</b>       | <b>8.24</b>          | <b>0.00</b>          | <b>0.00</b>    | <b>0.00</b>    |  | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>   | <b>0.00</b>                | <b>0.00</b>               | <b>8.24</b>     |
| % Spent           | 0%                | 3%                   | 0%                   | #DIV/0!        | 0%             |  | 0%            | 0%             | 0%            | 0%                         | 0%                        | 0%              |
| <b>Overspend?</b> | <b>No</b>         | <b>No</b>            | <b>No</b>            | <b>No</b>      | <b>No</b>      |  | <b>No</b>     | <b>No</b>      | <b>No</b>     | <b>No</b>                  | <b>No</b>                 | <b>No</b>       |

| Other & Projects  |               |               |                 |                 |                   |               |  |  |  |  |  |                 |
|-------------------|---------------|---------------|-----------------|-----------------|-------------------|---------------|--|--|--|--|--|-----------------|
| Item              | Contingency   | Benches       | Notice boards   | Enviro projects | King's Coronation | PDS           |  |  |  |  |  | Totals          |
| <b>Budget</b>     | <b>500.00</b> | <b>500.00</b> | <b>1,000.00</b> | <b>500.00</b>   | <b>500.00</b>     | <b>500.00</b> |  |  |  |  |  | <b>3,500.00</b> |
| Q1 23/24          | 0.00          | 0.00          | 1000.00         | 0.00            | 0.00              | 0.00          |  |  |  |  |  | 1,000.00        |
| Q2 23/24          | 0.00          | 0.00          | 0.00            | 0.00            | 0.00              | 0.00          |  |  |  |  |  | 0.00            |
| Q3 23/24          |               |               |                 |                 |                   |               |  |  |  |  |  | 0.00            |
| Q4 23/24          |               |               |                 |                 |                   |               |  |  |  |  |  | 0.00            |
| <b>Actuals</b>    | <b>0.00</b>   | <b>0.00</b>   | <b>1000.00</b>  | <b>0.00</b>     | <b>0.00</b>       | <b>0.00</b>   |  |  |  |  |  | <b>1,000.00</b> |
| % Spent           | 0%            | 0%            | 100%            | 0%              | 0%                | 0%            |  |  |  |  |  | 29%             |
| <b>Overspend?</b> | <b>No</b>     | <b>No</b>     | <b>No</b>       | <b>No</b>       | <b>No</b>         | <b>No</b>     |  |  |  |  |  | <b>No</b>       |

## COMMENTS RE AREAS OF OVERSPEND

SLCC Subs £27 over budget (covered by £48 underspend on HALC/NALC Subs)  
 Parish News. £8 over budget

Total Budget 25,779.00

Ex VAT Spend 9,101.13

% Ex VAT Spend to date 35%  
 (5 mths % should be 42%)

| BUDGETED INCOME |                  |                         | UNBUDGETED INCOME |                         |             |             |             | TOTAL            |
|-----------------|------------------|-------------------------|-------------------|-------------------------|-------------|-------------|-------------|------------------|
| Item            | NFDC Precept     | Transfers from Reserves | Bank Interest     | Dist./Cty. Cllr. Grants | VAT Refunds | Donation    | Other       | TOTALS           |
| <b>Budget</b>   | <b>25,779.00</b> | <b>0.00</b>             | <b>0.00</b>       | <b>0.00</b>             | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>25,779.00</b> |
| Q1 23/24        | 12,889.50        | 0.00                    | 59.36             | 0.00                    | 0.00        | 0.00        | 0.00        | 12,948.86        |
| Q2 23/24        | 0.00             | 0.00                    | 49.65             | 0.00                    | 0.00        | 0.00        | 0.00        | 49.65            |
| 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             |
| <b>Actuals</b>  | <b>12,889.50</b> | <b>0.00</b>             | <b>109.01</b>     | <b>0.00</b>             | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>12,998.51</b> |

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