



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday November 16th 2023 starting at 9.30am.

Present:-

Members of Advisory Committee:

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

Non Voting:- Mr. David Rigby – Clerk/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 1st 2023)**

All voting members present at the last meeting were happy that the notes of the meeting held on September 1st 2023 accurately reflected the discussions

4. **Confidential Item – Staffing Matter in confidential report date referenced “P&G/GC2”**

Following a motion to “exclude the press and public” in accordance with Section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 proposed by GC, seconded by SW, all members in favour, GC presented his confidential report reference “P&G/GC2”.

RESOLVED: That the three recommendations in the report be presented to Council for approval. Proposed by JR, seconded by RA, all in favour.

ACTION – GC to prepare a confidential report for approval at the December 12th 2023 Council meeting.

Meeting was re-opened to the public and press – none present

5. **To discuss and approve a recommendation to Council of the 2024/25 Budget**

The RFO presented an initial draft of the 2024/25 Budget (copy attached) which was discussed line by line by the Advisory Committee members. The proposed budget totalling £28,859, an increase of £3,080 (equating to a 11.9% rise on the 2023/24 budget).

The RFO advised that a transfer of £1,500 from Reserves earmarked for future projects and expected bank interest of £300 would reduce the required Precept to £27,059 (an increase of £1,280 and equating to a 5.0% rise on the 2023/24 Precept)

The budget and precept as detailed above was proposed by SW, seconded by RA, all voting members in favour.

ACTION – RFO to prepare a report recommending the 2024/25 Budget and Precept for approval at the Council meeting on December 12th 2023.

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

None

7. **Agree date for next meeting**

Friday February 2nd 2024, 11am

Meeting closed at 10.35am

Copythorne Parish Council - Finance AC Meeting – November 16th 2023

Item 3 – Review of notes of previous meeting (September 1st 2023)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Friday September 1st 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. 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 2nd 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 31st 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 16th 2023, 9.30am (provisional)

Meeting closed at 9.50am

COPYTHORNE PC - FINANCE ADVISORY COMMITTEE - NOVEMBER 16TH 2023

ITEM 5 - To discuss and approve a recommendation to Council of the Budget for 2024-25

(Initial drafting by R F O)

EXPENDITURE	2023-24			NOTES FOR 2024-25	2024-25 BUDGET	2024-25 UPLIFT
	BUDGET	PRECEPT	SPEND ?			
	£	£	£			
1.Clerk's Costs						
Salary	11500	11500	12600	Allows for Clerks 2023 & 2024 Pay Reviews (inc. employer NI)	13600	18.3
Room Allowance	250	250	250	Allow for small increase in paid working from home allowance)	275	10.0
Mileage	240	240	240	No change from 2024-25 budget	240	0.0
Payroll	150	150	150	No change from 2024-25 budget	150	0.0
Section Total	12140	12140	13240		14265	17.5
2.Office Costs						
Gen Office Admin	110	110	100	Reflection of 2023/24 spend	100	-9.1
Office Phone	220	220	200	Inflation increase on expected 2022-23 spend	200	-9.1
IT Equip	170	170	170	No change from 2024-25 budget	170	0.0
Virus Protection	44	44	40	Reflection of 2023/24 spend	44	0.0
Data Protection	35	35	35	No change from 2024-25 budget	35	0.0
Software Licenses	105	105	100	No change from 2024-25 budget	100	-4.8
Section Total	684	684	645		649	-5.1
3.General Admin						
Parish Hall Room Hire & BB	600	600	600	Reflects Parish Hall & other hall rents plus Zoom Subscription	650	8.3
Stationery/Postage/Printing	275	275	200	Reflection of 2023/24 spend	200	-27.3
Newsletter	500	500	550	Inflation increase on expected 2023-24 spend	600	20.0
Stanley's Own Magazine	200	200	200	Inflation increase on expected 2023-24 spend	225	12.5
Annual Parish Meeting	50	50	50	No change from 2023-24 budget	50	0.0
Defib Consumables	150	150	150	Reflection of 2023/24 spend	150	0.0
Website	650	650	650	Inflation increase on expected 2023-24 spend	700	7.7
Section Total	2425	2425	2400		2575	6.2
4.Subs/Mandatory/Grants						
HALC/NALC Subs	950	950	901	Reflects expected subscriptions	950	0.0
SLCC Subs	150	150	177	Inflation increase on expected 2023-24 spend	200	33.3
NFDC GIS/Parish Online	150	150	105	Parish Map only as Parish Online free with insurance	150	0.0
Audit Fees	550	550	550	Inflation increase on expected 2023-24 spend	600	9.1
Insurance	800	800	756	Long Term agreement should soften annual increase	800	0.0
Elections	500	500	500	Sufficient reserves held to cover cost of full elections	0	-100.0
Training	500	500	700	Higher 2023/24 spend reflects three new councillors	500	0.0
S137 Grants	500	500	500	No change from 2023-24 budget	500	0.0
Wreath	30	30	20	No change from 2023-24 budget	30	0.0
Magazine Subs	50	50	36	Reflects expected subscriptions	40	-20.0
Section Total	4180	4180	4245		3770	-9.8
5.Misc						
Chair's Allowance	250	250	250	No change from 2023-24 budget	250	0.0
External Asset Maint.	250	250	250	No change from 2023-24 budget	250	0.0
Telephone Boxes	250	250	200	Reserve built up from previous underspends	0	-100.0
Splitwind Pond	0	0	0	Reserve built up from previous underspends	0	#DIV/0!
Lengthsman CPC	1000	1000	1000	Sufficient reserve built up in previous years	500	-50.0
Section Total	1750	1750	1700		1000	-42.9
6.Playground						
RPII Operational Inspection	100	100	88	No change from 2023-24 budget	100	0.0
RPII Annual Inspection	100	100	88	No change from 2023-24 budget	100	0.0
Maintenance Fund	200	200	200	No change from 2023-24 budget	200	0.0
Longer term maintenance	500	500	500	No change from 2023-24 budget	500	0.0
Playground Insp. Training	200	200	181	No change from 2023-24 budget	200	0.0
Section Total	1100	1100	1057		1100	0.0
Other Items/Projects						
Contingency Fund	500	500	0	No change from 2022-23 budget	500	0.0
Benches	500	500	500	No change from 2023-24 budget	500	0.0
Noticeboard	1000	1000	1000	Project completed	0	-100.0
Jubilee '22/Coronation '23	500	500	100	Project completed	0	-100.0
Environmental Projects	500	500	500	Climate Change projects continuing	500	0.0
Parish Design Statement	500	500	500	No plans to build this reserve	0	-100.0
New Projects for 2024/25				(Details to be confirmed)	4000	#DIV/0!
Section Total	3500	3500	2600		5500	57.1
TOTAL	25,779	25,779	25,887.00		28,859	11.9
INCOME	BUDGET	PRECEPT	RECEIPT?			
Precept	25,779	25,779	25779	2024-25 Precept increase of £1.280*	27,059	5.0
Bank Interest	0	0	325	Expected interest income on 2024/25 budget	300	0.0
Transfers from Reserves (*)	0	0	1100	Tfr'd from District/County Cllr. grants for projects	1,500	0.0
(* Agreed to cover back pay)						
TOTAL	25,779	25,779	27204	(* Precept increase of 0.77p pa for avg Band D property)	28,859	4.7

David Rigby, RFO to Copythorne Parish Council, November 9th 2023