



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday July 18th 2024 starting at 11am.

Members of Advisory Committee:

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 discussions)

- 1. Election of a Chairman.**
Cllr. Chillcott was proposed by Cllr. Wiggins, seconded by Cllr. Rhodes 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 (April 25th 2024).**
All voting members present at the last meeting were happy that the notes of the meeting held on April 25th 2024 accurately reflected the discussions.
- 5. Update on AGAR 2023/24 Processes. (DR)**
DR confirmed that the "Notice of Public Rights" period had ended on Friday July 12th 2024 with no requests received from members of the public. BDO - who have acknowledged receipt of the required paperwork - will now begin to undertake the External Audit which they need to have concluded by September 30th 2024
- 6. Review of the report prepared by the Responsible Financial Officer of expected income and expenditure against the approved budget for the four months to July 31st 2024. (DR)**
DR read his report (a copy of which is attached). Noted.
- 7. Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee.**
None
- 8. Agree date for next meeting.**
Thursday October 3rd 2024, 11am (provisional)

Meeting Closed at 11.25am

Copythorne Parish Council - Finance AC Meeting – July 18th 2024

Item 4 – Review of notes of previous meeting (April 25th 2024)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday April 25th 2024 starting at 11am.

Members of Advisory Committee:

Voting:- Cllrs Graham Chillcott (chair); 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.**
Cllr. Jackie Rhodes
- 2. Declarations of Interest.**
None
- 3. Review of notes of previous meeting (February 22nd 2024)**
All voting members present at the last meeting were happy that the notes of the meeting held on February 22nd 2024 accurately reflected the discussions. All actions completed.
- 4. Update on preparation of the Annual Governance and Accountability Return (AGAR) for 2023/24.**
DR advised that he would be meeting with Tim Light (Internal Auditor) on April 26th 2024. Tim would be reviewing the relevant papers for the final three months of the Financial Year ending March 31st 2024 and also the draft AGAR papers. Once satisfied, Tim would then issue his final interim audit review letter and DR would prepare the AGAR to present to the Council meeting on May 14th 2024.
- 5. RFO's report on the level of Council reserves as at March 31st 2024**
DR talked those present through the report prepared for this meeting.
- 6. Discussion of other matters relating to the Aims and Responsibilities of the Finance Advisory Committee.**
RA advised that she had recently attended a HALC workshop to assist councillors to understand more about the accounting processes for parish councils. She was pleased to report that the RFO was doing a good job.
- 7. Agree date for next meeting.**
Thursday July 18th 2024, 11am (provisional).

Meeting closed at 11.26am

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	13600.00	275.00	240.00	150.00	100.00	200.00	170.00	44.00	35.00	100.00		14,914.00
Q1 24/25	3189.30	64.44	61.20	0.00	63.24	52.56	0.00	0.00	0.00	0.00		3,430.74
Q2 24/25	1130.70	21.48	18.00	0.00	0.00	17.23	0.00	0.00	0.00	0.00		1,187.41
Q3 24/25												0.00
Q4 24/25												0.00
Actuals	4320.00	85.92	79.20	0.00	63.24	69.79	0.00	0.00	0.00	0.00		4,618.15
% Spent	32%	31%	33%	0%	63%	35%	0%	0%	0%	0%		31%
Overspend?	No	No	No	No	Yes	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	650.00	200.00	600.00	225.00	50.00	150.00	700.00					2,575.00
Q1 24/25	164.97	58.79	158.94	0.00	54.59	0.00	0.00					437.29
Q2 24/25	116.99	9.99	52.00	0.00	0.00	0.00	165.00					343.98
Q3 24/25												0.00
Q4 24/25												0.00
Actuals	281.96	68.78	210.94	0.00	54.59	0.00	165.00					781.27
% Spent	43%	34%	35%	0%	109%	0%	24%					30%
Overspend?	Yes	Yes	Yes	No	Yes	No	No					No

Subscriptions/Mandatory/Grants												
Item	HALC/Naic Subs	SLCC Subs	GIS / Map software	Audit Fees	Insurance	Elections	Training	S137 Grants	Wreath	Subscriptions		Totals
Budget	950.00	200.00	150.00	600.00	800.00	0.00	500.00	500.00	30.00	40.00		3,770.00
Q1 24/25	777.00	183.00	0.00	175.00	764.10	0.00	85.00	0.00	0.00	36.00		2,020.10
Q2 24/25	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		180.00
Q3 24/25												0.00
Q4 24/25												0.00
Actuals	957.00	183.00	0.00	175.00	764.10	0.00	85.00	0.00	0.00	36.00		2,200.10
% Spent	101%	92%	0%	29%	96%	#DIV/0!	17%	0%	0%	90%		58%
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	0.00	0.00	500.00		100.00	100.00	200.00	500.00	200.00	2,100.00
Q1 24/25	0.00	0.00	0.00	0.00	0.00		0.00	0.00	125.00	0.00	0.00	125.00
Q2 24/25	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Q3 24/25												0.00
Q4 24/25												0.00
Actuals	0.00	0.00	0.00	0.00	0.00		0.00	0.00	125.00	0.00	0.00	125.00
% Spent	0%	0%	#DIV/0!	#DIV/0!	0%		0%	0%	125%	0%	0%	6%
Overspend?	No	No	No	No	No		No	No	No	No	No	No

Other & Projects												
Item	Contingency	Benches	Notice boards	Enviro projects	2024 Projects	PDS						Totals
Budget	500.00	500.00	0.00	500.00	4,000.00	0.00						5,500.00
Q1 24/25	0.00	0.00	0.00	0.00	0.00	0.00						0.00
Q2 24/25	0.00	160.00	0.00	0.00	0.00	0.00						160.00
Q3 24/25												0.00
Q4 24/25												0.00
Actuals	0.00	160.00	0.00	0.00	0.00	0.00						160.00
% Spent	0%	32%	#DIV/0!	0%	0%	#DIV/0!						3%
Overspend?	No	No	No	No	No	No						No

COMMENTS RE AREAS OF OVERSPEND

Area	Details
Office Admin	£30 over budget due to purchase of replacement paper shredder, should even out over the year.
Office Phone	£3 over budget (impact of price increase)
Stationery	£9 over budget, should even out over the year
Room Hire etc	£65 over budget, Adv Pymt - should even out over the year
Newsletter	£11 over budget (impact of price increase)
A P M	£5 over budget (includes cost of reuseable glasses)
TOTAL	£123 (covered by extra interest earnings in first three months + VAT claim)

Total Budget

28,859.00

Ex VAT Spend

7,884.52

% Ex VAT Spend to date
(4 mths % should be 33%)

27%

BUDGETED INCOME				UNBUDGETED INCOME				TOTAL
Item	NFDC Precept	Transfers from Reserves	Bank Interest	Dist./Cty. Cllr. Grants	VAT Refunds	Donation	Other	TOTALS
Budget	27,059.00	1,500.00	300.00	0.00	0.00	0.00	0.00	28,859.00
Q1 24/25	13,529.50	0.00	125.54	0.00	159.86	0.00	0.00	13,814.90
Q2 24/25	0.00	0.00	41.13			765.00		806.13
Q3 24/25								0.00
Q4 24/25								0.00
Actuals	13,529.50	0.00	166.67	0.00	159.86	765.00	0.00	14,621.03

Projected in Budget for 2024/25

Precept	27,059.00
Total Expenditure	28,859.00
Balance	-1,800.00