



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday November 14th 2024 starting at 11am.

Members of Advisory Committee present:

Voting:- Cllrs Graham Chillcott; 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 (October 3rd 2024)

All voting members present at the last meeting were happy that the notes of the meeting held on October 3rd 2024 accurately reflected the discussions

4. To discuss and approve a recommendation to Council of the 2025/26 Budget

The RFO presented an initial draft of the 2025/26 Budget which was discussed line by line by the Advisory Committee members. Following those discussions the proposed budget (copy attached) totalled £30,265, an increase of £1,406 (equating to a 4.9% rise on the 2024/25 budget).

The RFO advised that a transfer of £1,500 from Reserves earmarked for future projects and expected bank interest of £400 would result in a required Precept of £28,365 (an increase of £1,306 equating to £1.03pa for Band D properties) which is a 4.8% rise on the 2024/25 Precept)

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

ACTION – RFO to prepare reports recommending the 2025/26 Budget and the proposed Precept for approval at the Council meeting on December 10th 2024.

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

None

6. Agree date for next meeting.

Monday December 2nd 2024, 10.30am

Meeting closed at 11.40am

Copythorne Parish Council - Finance AC Meeting – November 14th 2024

Item 3 – Review of notes of previous meeting (October 3rd 2024)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Thursday October 3rd 2024 starting at 11am.

Members of Advisory Committee present:

Voting:- Cllrs Graham Chillcott; 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 (July 18th 2024).

All voting members present at the last meeting were happy that the notes of the meeting held on July 18th 2024 accurately reflected the discussions.

4. Conclusion of AGAR 2023/24 (DR)

DR (as RFO) advised that the External Auditor issued the “External Auditor’s Report and Certificate” (Section 3 of the AGAR) on July 19th 2024. No issues were raised. The Notice of Completion of Audit (and Sections 1-3 of the AGAR) was added to the Council’s website on July 22nd 2024. A paper copy of the notice was also added to all seven Council noticeboards and remained in place for a period of 14 days.

5. Review of the report prepared by the Responsible Financial Officer of expected income and expenditure against the approved budget for the six months to September 30th 2024. (DR)

DR (as RFO) talked members through a copy of his report. He highlighted that the overspend on playground repairs will be covered by a donation.

6. Discussion regarding recruitment of a replacement member following Raquelle Atherton’s resignation from Council.

Voting members agreed to wait until replacement for Raquelle Atherton as a councillor is co-opted and then review the make up of the Finance Advisory Committee.

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

GC reported that a VE Day 80 commemoration is being planned and that it is likely that the Council will be asked to financially support this event using some of the Commemorative Events reserve. He also reminded members to consider possible projects for consideration in the 2025/26 budget.

8. Agree date for next meeting.

Thursday November 14th 2024, 11am provisional

Meeting Closed at 11.43am

ITEM 4 - To discuss and approve a recommendation to Council of the Budget for 2025-26

(FAC recommended budget)

EXPENDITURE	2024-25		NOTES FOR 2025-26	2025-26	2025-26
	BUDGET	SPEND ?		BUDGET	UPLIFT
1.Clerk's Costs	£	£			
Salary	13600	13600	Allows for Clerks Pay Review & increased employer NI	15400	13.2
Room Allowance	275	260	Allow for inflation increase in paid working from home allowance	300	9.1
Mileage	240	240	No change from 2024-25 budget	240	0.0
Payroll	150	150	Inflation increase on expected 2024-25 spend	165	10.0
Section Total	14265	14250		16105	12.9
2.Office Costs					
Gen Office Admin	100	100	Reflection of 2024-25 spend	125	25.0
Office Phone	200	200	Inflation increase on expected 2024-25 spend	220	10.0
IT Equip	170	170	No change from 2024-25 budget	170	0.0
Virus Protection	44	40	Inflation increase on expected 2024-25 spend	50	13.6
Data Protection	35	35	No change from 2024-25 budget	35	0.0
Software Licenses	100	100	Reflects shift of Zoom cost to this budget line	250	150.0
Bank Charges	0	0	Introduced in Jan 2025	50	#DIV/0!
Section Total	649	645		900	38.7
3.General Admin					
Room Hire & Broadband	650	670	Reflects Parish Hall & other hall rents (not Zoom Subscription)	550	-15.4
Stationery/Postage/Printing	200	200	Inflation increase on expected 2024-25 spend	220	10.0
Newsletter	600	650	Inflation increase on expected 2024-25 spend	700	16.7
Stanley's Own Magazine	225	225	Expected purchase of batteries	250	11.1
Annual Parish Meeting	50	55	No change from 2024-25 budget	50	0.0
Defib Consumables	150	120	Expected extra cost of battery replacements	200	33.3
Website Maintenance	700	660	No change from 2024-25 budget	700	0.0
Section Total	2575	2580		2670	3.7
4.Subs/Mandatory/Grants					
HALC/NALC Subs	950	957	Reflects expected subscriptions	1050	10.5
SLCC Subs	200	183	Inflation increase on expected 2024-25 budget	220	10.0
NFDC GIS/Parish Online	150	105	Parish Map only as Parish Online free with insurance	150	0.0
Audit Fees	600	600	Inflation increase on expected 2024-25 spend	660	10.0
Insurance	800	764	Long Term agreement should soften annual increase	800	0.0
Elections	0	0	Sufficient reserves held to cover cost of full elections	0	0.0
Training	500	500	Ongoing plus one new councillor	500	0.0
S137 Grants	500	500	No change from 2024-25 budget	500	0.0
Wreath	30	20	No change from 2024-25 budget	30	0.0
CPRE Subscription	40	36	Reflects expected subscription	40	0.0
Section Total	3770	3665		3950	4.8
5.Misc					
Chair's Allowance	250	250	No change from 2024-25 budget	250	0.0
External Asset Maint.	250	250	No change from 2024-25 budget	250	0.0
Telephone Boxes	0	0	Reserve built up from previous underspends	0	#DIV/0!
Splitwind Pond	0	0	Reserve built up from previous underspends	0	#DIV/0!
Lengthsman CPC	500	500	Sufficient reserve built up in previous years	500	0.0
SectionTotal	1000	1000		1000	0.0
6.Playground					
RPII Operational Inspection	100	100	Inflation increase on expected 2024-25 budget	110	10.0
RPII Annual Inspection	100	100	Inflation increase on expected 2024-25 budget	110	10.0
Maintenance Fund	200	200	Inflation increase on expected 2024-25 budget	220	10.0
Longer term maintenance	500	500	Building up reserve	500	0.0
Playground Insp. Training	200	200	Inflation increase on expected 2024-25 budget	200	0.0
Section Total	1100	1100		1140	3.6
Other Items/Projects					
Contingency Fund	500	500	No change from 2024-25 budget	500	0.0
Benches	500	500	No change from 2024-25 budget	500	0.0
Website switch to gov.uk	0	0	Likely cost of required switch	750	#DIV/0!
War Memorial Cleaning	0	0	Estimated cost	500	#DIV/0!
Environmental Projects	500	500	Reserve built up from previous underspends	250	-50.0
New Projects	4000	4000	Village Gates	2000	-50.0
Section Total	5500	5500		4500	-18.2
TOTAL	28,859	28,740		30,265	4.9
INCOME	BUDGET	RECEIPT?			
Precept	27,059	27059	2024-25 Precept increase of £1,306*	28,365	4.8
Bank Interest	300	500	Expected interest income	400	33.3
Transfers from Reserves	1,500	1200	Tfr'd from District/County Cllr. grants for projects	1,500	0.0
TOTAL	28,859	28759	(* Precept increase of £1.03 pa for avg Band D property)	30,265	4.9