



COPYTHORNE PARISH COUNCIL

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Monday February 24th 2025 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 (December 2nd 2024)

All voting members present at the last meeting were happy that the notes of the meeting held on December 2nd 2024 accurately reflected the discussions.

4. Review of the report prepared by the Responsible Financial Officer of expected income and expected expenditure against the approved budget for the 11 months to February 28th 2025

DR (as RFO) read his report (a copy of which is attached to these notes) and confirmed that expenditure and income is as expected. Members noted the report.

5. Consideration of any required virements against the 2025/26 Budget

DR (as RFO) read his report (a copy of which is attached to these notes). All members were happy with the recommendations for virements.

ACTION – RFO to prepare report for approval at Council meeting on March 11th 2025

6. RFOs report on the expected level of Council reserves as at February 14th 2025

DR (as RFO) read his report (a copy of which is attached to these notes). Members noted the report and thanked the RFO for his continued hard work on the Council's Finances.

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

None

8. Agree date for next meeting.

Thursday April 24th 2025, 11am (provisional)

Meeting closed at 11.32am

Copythorne Parish Council - Finance AC Meeting – February 24th 2025

Item 3 – Review of notes of previous meeting (December 2nd 2024)

A meeting of the Finance Advisory Committee was held via Zoom Video Conference on Monday December 2nd 2024 starting at 10.30am.

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 (November 14th 2024)

All voting members present at the last meeting were happy that the notes of the meeting held on November 14th 2024 accurately reflected the discussions.

4. Confidential Item – Staffing Matter in confidential report date referenced “Fin/2024/GC1”

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 (no press or public were present), GC presented his confidential report reference “Fin/2024/GC1”.

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

ACTION – GC to prepare a confidential report for approval at the December 10th 2024 Council meeting.

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

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

None

6. Agree date for next meeting.

Monday February 24th 2025, 11am (provisional)

Meeting closed at 10.43am

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	3189.30	64.44	51.30	0.00	6.00	49.18	0.00	0.00	0.00	0.00		3,360.22
Q3 24/25	3189.30	64.44	89.10	0.00	0.00	49.02	0.00	0.00	35.00	0.00		3,426.86
Q4 24/25	3032.85	42.96	40.50	0.00	0.00	34.26	0.00	0.00	0.00	0.00		3,150.57
Actuals	12600.75	236.28	242.10	0.00	69.24	185.02	0.00	0.00	35.00	0.00		13,368.39
% Spent	93%	86%	101%	0%	69%	93%	0%	0%	100%	0%		90%
Overspend?	Yes	No	Yes	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	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	157.97	29.97	164.00	0.00	0.00	114.00	165.00					630.94
Q3 24/25	194.97	63.34	165.00	176.00	0.00	0.00	330.00					929.31
Q4 24/25	177.98	19.98	109.00	0.00	0.00	205.00	0.00					511.96
Actuals	695.89	172.08	596.94	176.00	54.59	319.00	495.00					2,509.50
% Spent	107%	86%	99%	78%	109%	213%	71%					97%
Overspend?	Yes	No	Yes	No	Yes	Yes	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	210.00	0.00	0.00	32.68	0.00	0.00	0.00		422.68
Q3 24/25	0.00	0.00	104.17	0.00	0.00	0.00	0.00	0.00	20.00	0.00		124.17
Q4 24/25	0.00	0.00	0.00	187.50	0.00	0.00	0.00	0.00	0.00	0.00		187.50
Actuals	957.00	183.00	104.17	572.50	764.10	0.00	117.68	0.00	20.00	36.00		2,754.45
% Spent	101%	92%	69%	95%	96%	#DIV/0!	24%	0%	67%	90%		73%
Overspend?	Yes	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	Playground 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	500.00	500.00	200.00	2,400.00
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	244.40	0.00	0.00	244.40
Q3 24/25	0.00	22.91	0.00	0.00	0.00		0.00	97.10	-244.40	0.00	0.00	-124.39
Q4 24/25	0.00	0.00	67.24	0.00	0.00		0.00	0.00	342.00	0.00	0.00	409.24
Actuals	0.00	22.91	67.24	0.00	0.00		0.00	97.10	467.00	0.00	0.00	654.25
% Spent	0%	9%	#DIV/0!	#DIV/0!	0%		0%	97%	93%	0%	0%	27%
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	200.00	500.00	0.00	500.00	4,000.00	0.00						5,200.00
Q1 24/25	0.00	0.00	0.00	0.00	0.00	0.00						0.00
Q2 24/25	0.00	293.68	0.00	0.00	0.00	0.00						293.68
Q3 24/25	0.00	0.00	0.00	0.00	0.00	16.50						16.50
Q4 24/25	0.00	0.00	0.00	0.00	0.00	0.00						0.00
Actuals	0.00	293.68	0.00	0.00	0.00	16.50						310.18
% Spent	0%	59%	#DIV/0!	0%	0%	#DIV/0!						6%
Overspend?	No	No	No	No	No	No						No

COMMENTS RE AREAS OF OVERSPEND OVER £10

Area	Details
Staff Costs	£134 over budget (impact of pay rise).
Mileage	£22 over budget.
Room Hire	£100 over budget (impact of price increase & extra Flooding Ac meetings)
Newsletter	£47 over budget (impact of price increase - covered by Stanleys Own underspend)
Defib	£267 over budget (impact of price rises, £150 covered by tfr from reserves)

TOTAL £570 (covered by higher interest earnings than budgeted for and underspends)

Total Budget

28,859.00

Ex VAT Spend

19,596.77

% Ex VAT Spend to date
(9 mths % should be 75%)

92%

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	13,529.50	0.00	115.54	0.00	0.00	765.00	0.00	14,410.04
Q3 24/25	0.00	0.00	100.78	0.00	0.00	269.40	0.00	370.18
Q4 24/25	0.00	0.00	69.63	0.00	400.20	0.00	0.00	469.83
Actuals	27,059.00	0.00	411.49	0.00	560.06	1,034.40	0.00	29,064.95

Projected in Budget for 2024/25

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

Item 5 – Recommendations for virements (movements) to Reserves

BACKGROUND

As a result of planned allocations in the 2024/25 budget or delayed spending in some areas there is a need to move funds from the Council's General Account into Designated Reserves.

REQUIRED ACTIONS

1. IT Equipment – Unused £170 to be used to continue rebuilding the IT Equipment Replacement Designated reserve.
2. Training – Unspent £350 to be added to existing training reserve to support costs re two new councillors
3. Lengthsman Scheme – This £500 has not be called upon in 2024/25 and should be added to the existing designated reserve for Lengthsman's activities to be held for use in future years when HCC funding may no longer be available to us.
4. Playground Long Term Maintenance Fund - £500 was already designated in the 2024/25 Budget as a planned transfer to the designated reserve.
5. Visual Playground Inspection Training - This budget line of £200 has not been spent and should be added to the existing designated reserve
6. Benches – £200 from this budget line of £500 has not been spent. To be transferred into the designated reserve for Bench Replacement/Maintenance to be used in future years.
7. Environmental Projects – The budget of £500 has not been used in 2024/25 and should be added to the Environmental Projects Designated reserve to be spent in future years.
8. 2024 Projects – The projects for which this £4,000 was allocated have not progressed in 2024/25 but will be progress in 2025/26. These funds should therefore be transferred to a Future Projects Designated Reserve.

RECOMMENDATION

That Council is asked to approve following virements to reserves

1. £170.00 to IT Equipment Replacement Reserve
2. £350.00 to Training Reserve
3. £500.00 to Lengthsman Scheme Designated Reserve
4. £500.00 to Playground Long Term Maintenance Fund Designated Reserve as previously planned
5. £200.00 to Visual Playground Inspection Training Reserve
6. £200.00 to Bench Maintenance/Refurbishment Designated Reserve
7. £500.00 to Environmental Projects Designated Reserve
8. £4,000.00 to (new) Future Projects Designated Reserve

TOTAL £6,420.00

David Rigby, Responsible Financial Officer
February 14th 2025

COPYTHORNE PC - FINANCE ADVISORY COMMITTEE MEETING - FEBRUARY 24TH 2025

Item 6 - Reserves 2024-25 as at February 14th 2025 (with details of proposed additions)

DESIGNATED RESERVES	ACTUAL AT 01/04/2024	ADDED IN 2024-25	USED IN 2024-25	ACTUAL AT 14/02/2025	NOTES	Adding in 2024/25
Donated Funding for Adopted Phone Boxes	658.57		-67.24	591.33	Donation - Long term project	
Parish Council Playground Fund	4500.00			4500.00	"Sinking Fund" for equipment replacement, growing annually	500.00
Bench Maintenance/Replacement	2900.00			2900.00	Held for future replacements	200.00
Parish Hall External Games Area	2000.00			2000.00	Held for expected future refurbishment	
I T Equipment Replacement	408.01			408.01	Being re-built annually	170.00
Waste Bins	500.00			500.00	For possible future acquisition of additional bin	
Elections	2500.00			2500.00	Being rebuilt at £250 pa from 2020/21. Not required in 23/24	
Parish Noticeboards Replacement	127.77			127.77	Remainder after purchase of fianl two noticeboards	
Speedwatch device	2000.00			2000.00	Awaiting invoice to spend (from 2022/23)	
Lengthsman Scheme	6186.00			6186.00	To be held in case of loss of HCC funding in future years	500.00
Clerk's CilCA Training Costs	500.00			500.00	Not expected to be spent in 2023/24	
FOCP donation for playground	129.04		-125.00	4.04	Spend as works undertaken	
Dist & County Cllr Grants held for projects	1545.00			1545.00	Retained for future projects	
Splitwind Pond Maintenance Fund	1400.85			1400.85	To be used gradually over next few years	
Parish Design Statement	1500.00		-16.50	1483.50	Funds held if PDS proceeds.	
Training	334.80			334.80	Held to be used on future councillor training	350.00
Visual Playground Inspection Training	200.00			200.00	Held to be used on future councillor training	200.00
Defib Supplies	150.00		-150.00	0.00	Used in 2024/25	
Environmental Projects	500.00			500.00	Held for future projects	500.00
Commemorative Events	500.00			500.00	Held for future projects	
Donation re Defib at Empress of Blandings	0.00	765.00	-130.03	634.97	Donation specific to this defib & general defib training	
Future Projects	0.00			0.00		4000.00
SUB TOTAL	28540.04	765.00	-488.77	28816.27		6420.00

UNALLOCATED RESERVES	ACTUAL AT 01/04/2023	ADDED IN 2024-25	USED IN 2024-25	ACTUAL AT 14/02/2025	NOTES
Surplus funds held for general purposes	9767.53			9767.53	Balance between Designated reserves & Year End Bank Bals **
Tfr to General Reserve from Current A/C		1603.47		1603.47	Transfer of underspend form 2023-24
Tfr from General Reserve to Current A/C				0.00	Spend during 2024-25
SUB TOTAL	9767.53			11371.00	

TOTAL RESERVES

38307.57

40187.27

ADDITIONAL NOTES

SENSE CHECK (Reserves Bank Acct Bal @ 14/02/25)

40187.27

** General Reserve should be third/half of annual spending
(current funds equate to 39% of 2024/25 budget)