

Slinfold Parish Council

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Minutes of the Finance Committee Meeting

Tuesday 29th March 2022

6:00pm held Tennis Clubhouse, Cherry Tree

Public Forum - There were no members of the public present.

052/22 Attendance and Apologies for Absence

Those present: Councillors H Sherwin-Smith (Chairman), N Beer, C Leyland and A Roberts.
Also present, the Parish Clerk who is also the Responsible Financial Officer, M Burroughs.
Apologies Cllr. J Slipper

053/22 Declarations of Interests and Change to Register of Members' Interests

There were no declarations of interest or changes notified to the Register of Members' Interests.

054/22 Minutes and Matters Arising from the last meeting

It was **RESOLVED** (AR/NB) to approve the minutes of the last meetings held on 23rd November 2021

Matters Arising and update from the last meeting(s)

- 195/21 - Different auditor, this year Mark Mulberry confirmed for 31/03/2022 year end
- 196/21 - **Review of work of EO's outstanding**
- 219/21 iv) - gateposts and signs added too late i.e., one gatepost damaged before being added
- 219/21 iv) – Minibus update received and circulated
- 219/21 (v) - **look at a training event in the summer – outstanding check with SLCC**
- 219/21 – **revisit the Cherry Tree reserve to see if spent.**
- **220/21 War Memorial quote received some questions to answer, quote agreed but consider how to be funded and how to provide contractor with details of names on the memorial**

055/22 – Accounts to 28th February 2022

- i) **Bank Reconciliations and Current Investments** - the bank reconciliations for all accounts for the year to date were reviewed and approved. The Finance Chairman checked all closing balances to the bank statements and signed off the reconciliation. The Nat West accounts were closed in November and the small amounts of money totalling £93.79 have been transferred to the Coop account.
- ii) **Review of Accounts**
 - Check if there is a penalty for early closure of the Cambridge & Counties account.
 - Move balances more than £85k from Close and Nationwide to the Lloyds Deposit account.
 - Check if Nationwide has an improved rate.
- iii) **Receipts and Payments** – reviewed to date, **details are given at Appendix A. [Details of the £2,400 Tree spend to be provided](#)**
- iv) **Actual to Budget** - payments to date were reviewed against the budget set for the year. Each budget line was reviewed and explanations for significant variances were provided by the Clerk.

v) **Review of Cashbook balances** – Members reviewed the CIL account transactions to date as well as the account for the Community Shed. The transactions were noted. **Cllr. Sherwin-Smith will check the status of the delivery of the shed**

vi) **Year End Reserves/Cash Assets & Liabilities** – reviewed and agreed, updates to be made as follows:

- Operation Watershed – add to reserves receipt of £32,157
- Amend reserves to reflect ring fenced balances to include, Six Acres, CIL
- Move Youth Services budget to Community Projects
- Check Cherry Tree reserve
- Update reserves to reflect other spends in the year

vii) Internal Audit

- The internal audit will take place on 5th May 2022
- There will be a change of auditor this year as requested
- The appointment letter has been noted and the work to be conducted agreed
- The effectiveness of Internal Control/Statement of Assurances will be separately documented in the Finance Minutes and at Full Council meeting and before council reviews and agreed the annual accounts.

056/22 – Review of Council Documents

The following documents were discussed, and the following was agreed/noted: -

1. **Terms of Reference for the Finance Committee**
2. **Standing Orders and Financial Regulations for the Parish Council**
3. **Budgets for the Committees and Emergency Policy/Budget**

It is recommended by the committee to the full Parish Council that the documents noted above, and the committees' budgets are still relevant and do not at this time require change.

057/22 – Establishment

It was agreed that: -

- a. **Council Structure** (Committees, Working Groups and Outside Bodies) – we should look to include our new councillors on committees at the Annual Council Meeting in May
- b. **Staffing** – No immediate changes required. However, a review of EO work and their working hours should be considered this year. **Cllr. Leyland will assist with this matter.**

058/22 Date of Next Meetings 2022

Tuesday	26-Apr-22	6:00pm	Cherry Tree, Tennis Club
Tuesday	25-Oct-22	6:00pm	Cherry Tree
Tuesday	22-Nov-22	6:00pm	Cherry Tree

Meeting Closed at 7:10pm

Appendix A – Income and Expenditure to 28th February 2022

Annual Return Section 2 Box	Opening Balances 1/4/2021	£	£	Detail / Notes
	COOP CURRENT	24,771.24		Bank balance less unrepresented
	NAT WEST BONUS SAVER +NAT WEST CURRENT	93.78		
	CLOSE BROS	86,609.94		
	VILLAGE HALL	0.01		
	BARCLAYS	101.58		
	LLOYDS	137.35		
	LLOYDS (DEPOSIT)	72,788.69		
	NATIONWIDE	87,309.51		
	C&C	85,000.00		
1			356,812.10	Agrees to Closing balance for last year
	<u>INCOME:</u>			
2	Precept	59,781.00	59,781.00	Precept
	Other:			
	EC Grant 2021/22	3,081.68		Grant from HDC
	Insurance	971.22		From Clubs and Shop
	Rent from Clubs and Shop and Grass Cutting contributions	1,050.00		
	Interest on all Accounts	633.30		Close Bros, Lloyds
	VAT	8,443.49		Receipts to date
	CIL	46,235.87		CIL receipts for the year from new developments - Ring-fenced for Community Projects
	Legal fees from Vanderbilt	225.00		
	Operation Watershed Grant	£32,157.72		Work to be completed in May 2022, transfer reserve
3	Total other receipts		92,798.28	
	<u>EXPENDITURE</u>			

4	Staff Costs	£26,323.07	26,323.07	Total Staff Costs (Clerk and EO's) plus any adjustment for training etc.
5	Loan		-	
6	Other:			
FROM PRECEPT	Audit	£520.00		Internal and External
	Legal/Consultancy	£125.00		Welwyn fees
	Subscriptions	£199.92		Various
	Clr Expenses	£802.33		Expenses/Chairmans
	Insurance	£2,590.03		For PC, VS and Clubs
	Recruitment and Training	£0.00		
	Administration	£2,275.11		Includes, telephone, broadband, mobile data, travel. Website and IT, Printer, Postage, Stationery and Office costs
	Hall Hire	£176.25		Village Hall not used so much this year
	Office/IT	£158.99		IT equipment
	KGV Inspections and Maintenance	£636.50		Upkeep of green space
	Community Events	£1,791.39		Small projects
	Youth Services	£4,553.70		4 the Youth
	Streetlights and Maintenance	£1,631.74		Maintenance and Lighting
	General Services e.g., Drainage	£750.00		Annual drain work
	Bins/Litter Equip	£911.45		Bins, Dog Bins and Refuse Bin
	Grass/Hedge Cutting/Maintenance	£2,413.95		Mostly Grasstex and Top up of maintenance fund
	Newsletters/Promotions	£2,324.44		One newsletter to 950 households
	Community Improvement Projects	£4,090.50		Includes village map boards, website, defib, minibus
	S106 Contributions/Donations	£1,430.00		PCC
FROM RESERVES	Contingency	-		
	Six Acres	£2,763.44		Annual spend from reserves

	Cherry Tree	£1,725.00		Spend from £5k fund from A2D
	Play Equipment	£7,368.00		Works at KGV
	Drainage works	-		
	Legal/Consultancy fees	-		
	Maintenance of Parish Assets	£844.16		Replacement PC
	Election Costs	-		
	Community Projects to include Village Shop, Village Hall, Cherry Tree, Street Scene, Youth and Older Persons, Traffic Calming etc.	-		
	Youth Services	£0.00		
	Recruitment and Training	-		
	Tree Work	£2,400.00		WSSC Plant a Tree Scheme
	CIL monies	£51,504.33		
	VAT	£15,076.51		VAT on payments for year
6	TOTAL OTHER		109,062.74	Total payments from precept and reserves
7	(1+2+3) - (4+5+6)		374,005.57	
8	Total Cash and short-term investments		374,005.57	
	Closing Balances for the year to 28th February 2022			
	COOP CURRENT	41,425.20		Bank balance less unrepresented
	NAT WEST BONUS SAVER +NAT WEST CURRENT	0.00		
	CLOSE BROS	87,223.20		
	VILLAGE HALL	0.00		
	BARCLAYS	101.58		
	LLOYDS	137.35		
	LLOYDS (DEPOSIT)	72,808.73		
	NATIONWIDE	87,309.51		
	C & C	85,000.00		
			374,005.57	
	Check total			
	Receipts		152,579.28	Agrees to receipts list and bank
	Payments		135,385.81	Agrees to payments list and bank
	<u>Receipts over Payments</u>		17,193.47	

	Opening balance		356,812.10	
	Closing balance		374,005.57	
	<u>Movement</u>		- 17,193.47	