

**HINGHAM TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE HELD ON TUESDAY 20 MARCH 2018.**

**PRESENT**

**Cllr Eldridge (Chairman)**

**Cllr Dore**

**Cllr Riley**

**Cllr Chan**

**Cllr Bendle**

**Clerk – Alison Doe**

**No members of the public were present**

- 1. Apologies for absence** – were received from Cllr Bendle.
- 2. Declarations of interests with regard to items on the agenda and to consider requests for dispensations.** – None.
- 3. Public participation** - no members of the public were present.
- 4. Accuracy of the Minutes of the Finance Committee meeting of 21 November 2017.**  
The minutes were agreed as correct and signed by the Chairman
- 5. Matters arising from the minutes of the meeting of 21 November 2017.**  
**MIN 6.** The Clerk confirmed that the figure for the Council Tax Support grant from South Norfolk Council had been reduced slightly less than was expected – (by 45.84% from £1861 in 2017/18 to £1008 for 2018/19 – it was anticipated as advised by SNC in November 2017 that the cut would be 49.4%)
- 6. To undertake a review of the budget 2017/18 - incorporating suggestions for the reserve policy figures for 2018/19**

**With reference to :**

Appendix A – (Expenditure) Payments made against the 2017/18 Budget (exc.VAT)

Appendix B – (Expenditure) Other payments made in 2017/18 – (exc.VAT) Not accounted for within the 2017/18 Budget

Appendix C – (Income) Receipts against the 2017/18 Budget and other receipts not accounted for within the 2017/18 Budget

The Clerk advised that the budget information was still draft and would be completed after the end of March 2018.

The budget and significant overspend and underspend on various items was discussed. The Clerk confirmed that the overspend on the figure for the standpipes/water was due to the upgrade of the Fairland Standpipe and the overspend on the Hall Hire was due to the hiring of the small storage/committee room, and that this had now been budgeted for in 2018/19. It was agreed that the fee for the hire of this room should be shown as a separate figure in the 2018/19 budget.

The Clerk also advised that there was an underspend in the figures for the payment to the Community Car Scheme and for the ongoing tree work as invoices for these had not yet been received. The Clerk suggested that such underspends (where an invoice

was still outstanding for 2017/18) be allocated into a designated reserve to which the invoices could be apportioned when they arrive and are paid. It was agreed that should happen, and that the Clerk is to adjust the other reserve figures appropriately for a draft version of the 2018/19 reserves to be discussed by the Finance Committee at a later date.

**7. To undertake the internal financial check.**

A random sample of transactions were cross referenced – between the cashbook, paying in book, cheque book, minutes, receipt book and invoices. No errors were found.

The meeting ended at 8.20pm

DRAFT

DRAFT

## Appendix A – (Expenditure) Payments made against the 2017/18 Budget (exc.VAT)

2017/18		BUDGET		spent to date (exc VAT)	AS A PERCENTAGE	
<b>Footway lighting</b>						
Energy		£7,000.00		£5,964.08	85.20%	
Maintenance		£4,000.00		£2,941.92	73.55%	
Repairs		£1,000.00		£0.00	0.00%	
		<b>TOTAL</b>	<b>£12,000.00</b>	<b>£8,906.00</b>	<b>74.22%</b>	
Replacements		<b>CAPITAL</b>	<b>TOTAL</b>	<b>£3,000.00</b>	<b>£1,922.41</b>	<b>64.08%</b>
<b>Open spaces</b>						
Handyman salary		£7,000.00		£6,755.84	96.51%	
Grasscutting		£12,000.00		£9,507.52	79.23%	
Trees, ditches		£4,000.00		£260.00	6.50%	
Maintenance/equipment		£100.00		£145.86	145.86%	
Church Yard repairs/Maintenance		£500.00		£15.00	3.00%	
Cemetery refurbishment		£500.00		£43.95	8.79%	
Cemetery /memorial repairs	estimated	£3,000.00		£975.00	32.50%	
Skatepark		£100.00		£66.50	66.50%	
Church Lights		£60.00		£60.00	100.00%	
		<b>TOTAL</b>	<b>£27,260.00</b>	<b>£17,829.67</b>	<b>65.41%</b>	
Parish Partnership footway	estimated	<del>CIL could be used</del>	<del>£5,000.00</del>	<del>£4,500.00</del>	<del>USED CIL</del>	
church car park drain	estimated	<del>CAPITAL</del>	<del>£4,000.00</del>	<del>£0.00</del>	<del>0.00%</del>	
<b>Amenities</b>						
Church clock repairs, maintenance		£500.00		£2,700.00	540.00%	
Bus shelters		£500.00		£0.00	0.00%	
Community car scheme		£2,500.00		£423.50	16.94%	
Christmas tree, lights		£400.00		£106.65	26.66%	
Town sign		£1,000.00		£0.00	0.00%	
Toilet cleaning products/ holiday cover		£655.00		£414.08	63.22%	
Toilet cleaning salary		£2,775.00		£2,766.40	99.69%	
Rates, cemetery, water inc fairland stand pipe		£140.00		£304.19	217.28%	
Dog bin emptying		£180.00		£0.00	0.00%	
replacement dog bins		£180.00 (2 bins)		£0.00	0.00%	
replacement grit bins		£160.00 (1 bin)		£0.00	0.00%	
		<b>TOTAL</b>	<b>£8,990.00</b>	<b>£6,714.82</b>	<b>74.69%</b>	
<b>Administration</b>						
Clerk's salary		£9,500.00		£9,313.20	98.03%	
Stationery,post, phone (INC SOFTWARE)		£500.00		£85.63	17.13%	
Chair's allowance		£369.00		£369.00	100.00%	
NI – employers contribution		£250.00 YEAR TO DATE		£330.66	132.26%	
Insurance		£2,400.00		£1,657.08	69.05%	
Hall hire		£500.00		£700.00	140.00%	
Subs/training		£750.00		£535.29	71.37%	
Audit		£600.00		£557.50	92.92%	
Advertising/publicity		£800.00		£0.00	0.00%	
Elections		£800.00		£0.00	0.00%	
Payroll admin fees		£120.00		£72.00	60.00%	
Printing costs lease and metered printing)		£600.00		£589.42	98.24%	
PENSION		£50.00 estimated		£36.64	73.28%	
CLERKS ALLOWANCE HEATING/ELEC ETC		£200.00		£216.00	108.00%	
		<b>TOTAL</b>	<b>£17,439.00</b>	<b>£14,462.42</b>	<b>82.93%</b>	
<b>Grants and Donations</b>						
		£2,000.00		£250.00	12.50%	
		<b>TOTAL</b>	<b>£2,000.00</b>	<b>£250.00</b>	<b>12.50%</b>	
<b>S137</b>						
general		£100.00		£240.00	240.00%	
Automated Defibrillator		£200.00		£0.00	0.00%	
		<b>TOTAL</b>	<b>£300.00</b>	<b>£240.00</b>	<b>80.00%</b>	

<b>TOTAL GENERAL BUDGET</b>	<b>SPENT TO DATE exc VAT</b>	<b>AS A PERCENTAGE</b>
<b>£67,989.00</b>	<b>£48,402.91</b>	<b>71.19%</b>
<b>TOTAL CAPITAL BUDGET</b>	<b>SPENT TO DATE exc VAT</b>	<b>AS A PERCENTAGE</b>
<b>£12,000.00</b>	<b>£1,922.41</b>	<b>16.02%</b>

Appendix B – (Expenditure) Other payments made in 2017/18 – (exc. VAT) Not accounted for within the 2017/18 Budget

NOT IN BUDGET			
<b>events -</b>			
EASTER MARKET			£0.00
Summer Market			£0.00
Christmas			£1,086.20
			£1,086.20
			£0.00
			£2,172.40
<b>OTHER</b>			
money returned to hpfa			£2,226.77
gym equipment			£21,795.00
bike racks			£760.50
HPFA sewer			£5,250.00
Parish Partnership market place footway			£4,500.00
			£36,704.67

off set by  
money  
raised at  
events

money set aside  
Agreement with SNC and ABEL HOMES  
S106 money NCC  
CIL  
CIL

Appendix C – (Income) Receipts against the 2017/18 Budget and other receipts not accounted for within the 2017/18 Budget

Projected income 2017/18		TOTAL receipts	AS A PERCENTAGE	
estimated	INCOME			
£55,000.00	Precept	£55,000.00	100.00%	
£1,861.00	Government grant allocated by SI	£1,861.00	100.00%	
£40.00	Interest	£106.97	267.43%	
£3,000.00	Cemetery charges	£6,940.00	231.33%	
£100.00	HPFA rent	£100.00	100.00%	
£40.00	Rent from Fair	£110.00	275.00%	
£3,427.00	Fee from SNC for cleaning toilets	£0.00	0.00%	awaited
£3,527.56	Fee from NCC for grasscutting	£3,616.29	102.52%	
£66,995.56	<b>TOTAL</b>	£67,734.26	101.10%	
	OTHER			
	CIL	£47,404.80		
	CBF INV FUND	£33.36		
	EVENTS	£2,097.65		
	VAT REFUND	£5,885.80		
	gym equipment snc	£21,795.00		
	bike racks ncc	£0.00		awaited
	<b>OTHER TOTAL</b>	£77,216.61		
	<b>TOTAL</b>	£144,950.87		