

HINGHAM TOWN COUNCIL

MINUTES OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 20 June 2017.

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 – None

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. (n.b the cashbook and budget monitoring spreadsheets were made available for public inspection).

4. Accuracy of the Minutes of the Finance Committee meeting of 21 February 2017.

The Minutes were agreed as correct and signed by the Chairman.

5. Matters Arising from the minutes of the meeting of 21 February 2017.

There were no matters arising from the Minutes of 21 February 2017.

6. To discuss the draft Town Council Reserves Policy.

A copy of the wording for the draft Reserve Policy was circulated prior to the meeting and was agreed by the committee. Reserve figures were apportioned to items on the policy at the meeting. The total amount to be apportioned was derived from the total balance on 31 March 2017, minus Capital Fund, CIL money, money held for the HPFA, events fund, donation from Konect bus for the Fairland bus Shelter –

| | | |
|-------------------------------------|-------------|-------------------------|
| Balance 31 March 2017 | £122,806.94 | |
| "Protected" money | | |
| Capital Fund | £12,150.17 | balance Mar 31 2017 |
| CIL | £16,229.46 | Up to Oct 16 |
| Funds held for HPFA from S106 | £2,222.62 | |
| Events fund | £2,082.31 | To date |
| Donation from Konect for bus shelte | £300.00 | to be used for a plaque |
| | | |
| | | |
| | | |
| | | |
| Total | £32,984.56 | |
| | £89,822.38 | |

£8000 (from the capital fund, which was previously allocated to the new Fairland Bus shelter but was unspent) was then added to the total – making £98,000 (rounded).

£ 13,750 (one quarter of the 2017/18 precept) was allocated under general (operational) reserves, the remainder was apportioned with regard to previous years underspends on some items (e.g street lighting) and likely future (additional unbudgeted) repair/replace/maintenance costs (taking into account previous overspends, e.g tree work). The draft reserves policy will be taken to the next full Council Meeting for discussion/agreement.

7. To discuss and agree the requirements for insurance in order to obtain quotations.

Quotation Forms from Aon and Zurich were discussed and completed, (Aviva had not responded to a request to provide a quotation form), it was agreed to include public liability figure of £10,000,000, to retain a figure of £165,000 for street furniture, and to send the same information to both companies and a copy of the asset register to ensure that quotes made on the same basis. The same information will be provided to WPS the current insurance brokers to request a quotation, ensuring that items on the current policy now not required are not quoted for (i.e. glass, scanner, hard drive, radar gun) –request is to be made for quotations to be received by 03 July 2017 to take to the full council meeting on 04 July 2017.

8. To monitor the budget.

The budget monitoring document (see Appendix A) was forwarded prior to the meeting. The Clerk confirmed that the Clerks allowance was a one off annual payment, the amount (slightly higher than was budgeted for) is the maximum allowance (£18 per month) as prescribed by HMRC for home working. No other concerns were raised.

9. To undertake the internal financial check.

(Cllr Riley had to leave the meeting). 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 9.45pm

SignedChairman 21 November 2017

| 2017/18 | | BUDGET | | spent to date (exc VAT) | AS A PERCENTAGE |
|--|-----------|----------------------------------|----------------------------|----------------------------|--------------------|
| Footway lighting | | | | | |
| Energy | | £7,000.00 | | £1,392.38 | 19.89% |
| Maintenance | | £4,000.00 | | £735.48 | 18.39% |
| Repairs | | £1,000.00 | | £0.00 | 0.00% |
| | | TOTAL | £12,000.00 | £2,127.86 | 17.73% |
| Replacements | | CAPITAL TOTAL | £3,000.00 | £627.00 | 20.90% |
| Open spaces | | | | | |
| Handyman salary | | £7,000.00 | | £1,688.96 | 24.13% |
| Grasscutting | | £12,000.00 | | £2,376.88 | 19.81% |
| Trees, ditches | | £4,000.00 | | £260.00 | 6.50% |
| Maintenance/equipment | | £100.00 | | £17.97 | 17.97% |
| Church Yard repairs/Maintenance | | £500.00 | | £15.00 | 3.00% |
| Cemetery refurbishment | | £500.00 | | £0.00 | 0.00% |
| Cemetery /memorial repairs | estimated | £3,000.00 | | £975.00 | 32.50% |
| Skatepark | | £100.00 | | £0.00 | 0.00% |
| Church Lights | | £60.00 | | £0.00 | 0.00% |
| | | TOTAL | £27,260.00 | £5,333.81 | 19.57% |
| Parish Partnership footway | estimated | <i>CIL could be used</i> | £5,000.00 | £0.00 | 0.00% |
| church car park drain | estimated | CAPITAL | £4,000.00 | £0.00 | 0.00% |
| Amenities | | | | | |
| Church clock repairs, maintenance | | £500.00 | | £0.00 | 0.00% |
| Bus shelters | | £500.00 | | £0.00 | 0.00% |
| Community car scheme | | £2,500.00 | | £423.50 | 16.94% |
| Christmas tree, lights | | £400.00 | | £0.00 | 0.00% |
| Town sign | | £1,000.00 | | £0.00 | 0.00% |
| Toilet cleaning products/ holiday cover | | £655.00 | | £111.79 | 17.07% |
| Toilet cleaning salary | | £2,775.00 | | £691.60 | 24.92% |
| Rates, cemetery, water inc fairland stand pipe | | £140.00 | | £42.14 | 30.10% |
| 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% |
| | | TOTAL | £8,990.00 | £1,269.03 | 14.12% |
| Administration | | | | | |
| Clerk's salary | | £9,500.00 | | £2,239.20 | 23.57% |
| Stationery,post, phone (INC SOFTWARE) | | £500.00 | | £79.43 | 15.89% |
| Chair's allowance | | £369.00 | | £369.00 | 100.00% |
| NI – employers contribution | | £250.00 YEAR TO DATE | | £16.40 | 6.56% |
| Insurance | | £2,400.00 | | £73.62 | 3.07% |
| Hall hire | | £500.00 | | £100.00 | 20.00% |
| Subs/training | | £750.00 | | £387.29 | 51.64% |
| Audit | | £600.00 | | £157.50 | 26.25% |
| 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 | | £170.79 | 28.47% |
| PENSION | | £50.00 estimated | | £7.32 | 14.64% |
| CLERKS ALLOWANCE HEATING/ELEC ETC | | £200.00 | | £216.00 | 108.00% |
| | | TOTAL | £17,439.00 | £3,888.55 | 22.30% |
| Grants and Donations | | | | | |
| | | £2,000.00 | | £150.00 | 7.50% |
| | | TOTAL | £2,000.00 | £150.00 | 7.50% |
| S137 | | | | | |
| general | | £100.00 | | £0.00 | 0.00% |
| Automated Defibrillator | | £200.00 | | £0.00 | 0.00% |
| | | TOTAL | £300.00 | £0.00 | 0.00% |
| events | | | | | |
| EASTER MARKET | | | | £0.00 | |
| Summer Market | | | | £0.00 | |
| Christmas | | | | £0.00 | |
| | | | | £0.00 | |
| | | | | £0.00 | |
| TOTAL GENERAL BUDGET | | SPENT TO DATE exc VAT | AS A PERCENTAGE | VAT | |
| £67,989.00 | | £12,769.25 | 18.78% | £1,139.31 | |
| TOTAL CAPITAL BUDGET | | SPENT TO DATE exc VAT | AS A PERCENTAGE | VAT | |
| £12,000.00 | | £627.00 | 5.23% | £125.40 | |