

**HINGHAM TOWN COUNCIL  
MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE HELD  
ON TUESDAY 17 JULY 2018.**

**PRESENT**

**Cllr Dore (acting as Chairman)**

**Cllr Riley**

**Cllr Chan**

**Clerk – Alison Doe**

**No members of the public were present.**

1. **Apologies for absence** were received from Cllr Eldridge and Cllr Bendle. It was agreed that Cllr Dore should act as Chairman for the meeting.
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 20 March 2018.**  
The minutes were agreed as correct and signed by the Chairman.
5. **Matters arising from the minutes of the meeting of 20 March 2018.**  
There were no matters arising from the minutes of the Finance Committee meeting of 20 March 2018.
6. **To undertake a review of the budget April – June 2018**  
**With reference to:**  
Appendix A – (Expenditure) Payments made against the 2018/19 Budget, (exc.VAT)  
Appendix B – (Income) Receipts against the 2018/19 Budget and other receipts not accounted for within the 2018/19 Budget  
The figures for payments and receipts between April and June 2018 were discussed. The Clerk advised that when budget setting takes place for the 2019/20 budget, an increase will be necessary for the amount budgeted for employer’s pension and NI contributions, due to an increase in wages paid and a percentage increase in the pension contribution payable by the employer.
7. **To discuss and agree the reserve figures (following financial year 2017/18).**  
**With reference to Appendix C – Reserve Figures**  
The Clerk advised that the Cash Book balance at 31 March 2018 was £171,567.14 of which £67,575.87 was designated/earmarked funds (not general reserves) leaving a general reserves figure of £103,911.27  
The Clerk had considered the reserve figures agreed in 2017 and the amounts spent against the 2017/18 budget (by 31 March 2018), and suggested reductions/increases accordingly in the reserve figures to be carried into 2018/19, this also included the addition of a category for “previous year underspend where invoices are outstanding”

to allow invoices to be allocated accordingly against the relevant underspent amount. The Clerk confirmed that invoices were outstanding from 2017/18 for tree work and for the Community Car Scheme. The draft figures were agreed as suggested and the Clerk will incorporate them into the Reserve Policy document.

### 8. To agree the Accounts for Payment

The Accounts for payment were agreed as below and the cheques signed.

ACCOUNTS FOR PAYMENT 17 JULY 2018			
TOTAL	PAYEE	DETAILS	VAT
£ 922.10	D RAMM	WAGES (5WKS 874.88 )	
		CLEANING PRODUCTS (7.90)	1.31
		WOODSTAIN (39.32)	6.55
£ 829.72	A DOE	WAGES	
£ 606.28	EON	STREET LIGHT ENERGY	101.05
£ 294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
£ 40.64	NEST	PENSION	
£ 1,616.80	ZURICH	ANNUAL INSURANCE	
£ 250.00	SPIRE SOLICITOR	TOILET TRANSFER	
£ 5,000.00	HINGHAM RECTORY BOWLS CLUB	GRANT HEATING/WINDOWS	
£ 619.98	HMRC	TAX/NI	
£ 10,179.71	TOTAL		
		TOTAL VAT	£157.94

### 9. To undertake the internal financial check April – June 2018.

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 8.15pm

SIGNED.....CHAIRMAN 20 NOVEMBER 2018

## Appendix A – (Expenditure) Payments made against the 2018/19 Budget, (exc.VAT)

% OF BUDGET SPENT	General projected expenditure not including CIL, CAPITAL, EVENTS or RESERVES		NET	VAT	TOTAL
<b>2.17%</b>	<b>Contingency</b>	<b>£5,000.00</b>	<b>£108.33</b>	<b>£21.67</b>	<b>£130.00</b>
	<b>Footway lighting</b>				
21.40%	Energy	<b>£7,000.00</b>	£1,497.78	£299.56	£1,797.34
18.39%	Maintenance	<b>£4,000.00</b>	£735.48	£147.09	£882.57
25.00%	Repairs	<b>£1,000.00</b>	£250.00	£50.00	£300.00
0.00%	Replacements	<b>£3,000.00</b>	£0.00		£0.00
<b>16.56%</b>	<b>TOTAL</b>	<b>£15,000.00</b>	<b>£2,483.26</b>	<b>£496.65</b>	<b>£2,979.91</b>
	<b>Open spaces</b>				
24.13%	Handyman salary	<b>£7,000.00</b>	£1,688.96		£1,688.96
22.04%	Grasscutting	<b>£11,000.00</b>	£2,424.45	£484.89	£2,909.34
0.00%	Trees, ditches	<b>£4,000.00</b>	£0.00		£0.00
9.62%	Maintenance/equipment	<b>£100.00</b>	£9.62	£0.99	£10.61
0.00%	Church Yard repairs/Maintenance	<b>£500.00</b>	£0.00		£0.00
0.00%	Cemetery refurbishment	<b>£300.00</b>	£0.00		£0.00
0.00%	Cemetery /memorial repairs	<b>£1,000.00</b>	£0.00		£0.00
0.00%	Skatepark	<b>£100.00</b>	£0.00		£0.00
0.00%	Church Lights	<b>£60.00</b>	£0.00		£0.00
0.00%	signs	<b>£200.00</b>	£0.00		£0.00
<b>17.00%</b>	<b>TOTAL</b>	<b>£24,260.00</b>	<b>£4,123.03</b>	<b>£485.88</b>	<b>£4,608.91</b>
	<b>Amenities</b>				
0.00%	Church clock repairs, maintenance	<b>£500.00</b>	£0.00		£0.00
0.00%	Bus shelters	<b>£500.00</b>	£0.00		£0.00
0.00%	Community car scheme	<b>£2,500.00</b>	£0.00		£0.00
0.00%	Christmas tree, lights	<b>£300.00</b>	£0.00		£0.00
	Town sign	<b>£0.00</b>	£0.00		£0.00
17.79%	Toilet cleaning products/ holiday cover	<b>£655.00</b>	£116.54	£10.40	£126.94
25.44%	Toilet cleaning salary	<b>£2,775.00</b>	£706.09		£706.09
15.50%	Rates, cemetery, water inc fairland	<b>£140.00</b>	£21.70		£21.70
0.00%	Dog bin emptying	<b>£600.00</b>	£0.00		£0.00
0.00%	replacement bins (dog/litter/grit)	<b>£200.00</b>	£0.00		£0.00
<b>10.33%</b>	<b>TOTAL</b>	<b>£8,170.00</b>	<b>£844.33</b>	<b>£10.40</b>	<b>£854.73</b>

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	<b>Administration</b>				
27.81%	Clerk's salary	<b>£10,500.00</b>	£2,920.50		£2,920.50
0.00%	website	<b>£30.00</b>	£0.00		£0.00
7.66%	Stationery,post, phone	<b>£300.00</b>	£22.99		£22.99
100.00%	Chair's allowance	<b>£369.00</b>	£369.00		£369.00
36.87%	NI – employers contribution	<b>£300.00</b>	£110.62		£110.62
0.00%	Insurance	<b>£2,000.00</b>	£0.00		£0.00
0.00%	storage room hire	<b>£250.00</b>	£0.00		£0.00
0.00%	Hall hire	<b>£450.00</b>	£0.00		£0.00
57.37%	Subs/training	<b>£750.00</b>	£430.31		£430.31
20.42%	Audit	<b>£600.00</b>	£122.50		£122.50
0.00%	Advertising/publicity	<b>£800.00</b>	£0.00		£0.00
0.00%	Elections	<b>£800.00</b>	£0.00		£0.00
60.00%	Payroll admin fees	<b>£120.00</b>	£72.00		£72.00
20.45%	Printing costs lease and metere d	<b>£650.00</b>	£132.93	£25.71	£158.64
36.94%	<b>PENSION</b>	<b>£50.00</b>	£18.47		£18.47
100.00%	CLERKS ALLOWANCE HEATING/ELEC	<b>£216.00</b>	£216.00		£216.00
<b>24.28%</b>	<b>TOTAL</b>	<b>£18,185.00</b>	<b>£4,415.32</b>	<b>£25.71</b>	<b>£4,441.03</b>
	<b>Grants and Donations</b>				
0.00%		<b>£2,000.00</b>	£0.00		£0.00
<b>0.00%</b>	<b>TOTAL</b>	<b>£2,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
	<b>S137</b>				
0.00%	general	<b>£100.00</b>	£0.00		£0.00
7.50%	Automated Defibrillator	<b>£200.00</b>	£15.00		£15.00
<b>5.00%</b>	<b>TOTAL</b>	<b>£300.00</b>	<b>£15.00</b>	<b>£0.00</b>	<b>£15.00</b>
<b>16.44%</b>	<b>TOTAL</b>	<b>£72,915.00</b>	<b>£11,989.27</b>	<b>£1,040.31</b>	<b>£13,029.58</b>

Appendix B – (Income) Receipts against the 2018/19 Budget and other receipts not accounted for within the 2018/19 Budget

<b>2018/19 Budget as agreed 02 January 2018</b>			
% OF BUDGET RECEIVED		<b>budget</b>	
	General income not including CIL and EVENTS or VAT REFUNDS		TOTAL RECEIVED
50.00%	Precept	<b>£61,000.00</b>	£30,500.00
100.00%	Government grant allocated by SNC	<b>£1,008.00</b>	£1,008.00
	Interest	<b>£0.00</b>	£63.45
80.00%	Cemetery charges	<b>£3,500.00</b>	£2,800.00
0.00%	HPFA rent	<b>£100.00</b>	£0.00
0.00%	Rent from Fair	<b>£40.00</b>	£0.00
0.00%	Fee from SNC for cleaning toilets figure	<b>£3,427.00</b>	£0.00
0.00%	Fee from NCC for grasscutting	<b>£3,619.29</b>	£0.00
47.28%	<b>BUDGET TOTAL</b>	<b>£72,694.29</b>	£34,371.45
	other ad hoc income -		
	CIL		£5,908.78
	NCC - COMMUNITY CAR		£180.00
	CBF INVESTMENT 132001129S		£8.93
	EVENTS		£540.00
	ABEL HOMES COMMUNITY FUND(REF HOPS ALE)		£500.00
	<b>OVERALL TOTAL RECEIVED</b>	<b>£41,509.16</b>	

## Appendix C – Reserve Figures

Cash Book Balance 31 March 2018	£	171,567.14									
OF WHICH THE FOLLOWING IS DESIGNATED											
CIL	£	53,884.26	OF WHICH £7400 DESIGNATED FOR PARISH PARTNERSHIP 2018/19 PROJECT								
BUS SHELTER PLAQUE	£	300.00									
MONEY FROM CHURCH FOR CAR PARK DRAIN	£	100.00	UNABLE TO UNDERTAKE AS NOT OWNERS OF LAND								
CAPITAL FUND	£	10,229.89	STREET LIGHT REPLACEMENT								
EVENTS	£	3,061.72									
TOTAL	£	67,575.87									
REMAINDER	£	103,991.27									

## SUMMARY OF RESERVE FUNDS AS AGREED IN JUL 2017 AND SUGGESTED FIGURES FOR RESERVES HELD 31.03.18

Summary of the reserves funds:				
General reserve - one quarter of precept	£ 13,750 (2017 -18)	£	15,250.00	2018/19
Street furniture	28,700	£	28,700.00	
Cemetery & Churchyard	18,500	£	16,500.00	
Skate park	5000	£	6,670.00	
Trees & ditches	4000	£	3,000.00	
Contingency	10,000	£	10,000.00	
Defib	300	£	300.00	
Open space enhancement/acquisition	10,250	£	10,250.00	
By-Elections	2500	£	2,500.00	
Employment	5000	£	5,000.00	
previous year outstanding invoices/underspend		£	5,816.50	
TOTAL	£98,000		£ 103,986.50	TOTAL

## BREAKDOWN OF RESERVE FUNDS AS AGREED IN JUL 2017 AND SUGGESTED FIGURES FOR RESERVES HELD 31.03.18

Item	Use	as agreed jul 17 for general reserves held year end 31 March 2017	Maximum	suggestions for general reserves held year end 31 March 2018		
			£s			
<b>Street furniture</b>						
Street lights	To replace/repair damaged street light	15,000	£	15,000.00		
Litter/dog bins/grit bins	Replacement	200	£	200.00		
Seating	Replacement and New	1000	£	1,000.00		
Notice boards	Repair/replace	500	£	500.00		
Town Sign	Repair, repaint	1000	£	1,000.00		
Bus shelters	Repair, repaint	2500	£	2,500.00		
Bus shelters	New	8000	£	8,000.00		
Stand pipe	Repair	500	£	500.00		
<b>Cemetery &amp; Churchyard</b>						
Shed	Repair/replace	500	£	500.00		
Monuments	Repair/straighten	2000	£	2,000.00		
Signs, information boards	Repair/replace	500	£	500.00		
Car park area, paths	Repair/resurface	5000	£	5,000.00		
Gates, railings, walls	Repair/replace	5000	£	3,000.00	suggest reduction	
Clock	Repair	5000	£	5,000.00		
Stand pipe	Repair	500	£	500.00		
<b>Skate park</b>						
	Total for the below	5000	£	6,670.00	suggested increase	
Equipment	Repair/replace					
Fence/Gate	Repair/replace					
Sign	Replace					
Surface	Repair					
Trees & ditches	Surgery/fell, clear	4000	£	3,000.00	suggest reduction	
By Elections		2500	£	2,500.00		
De-fib New		300	£	300.00		
Open space enhancement including acquisition of land		10,250	£	10,250.00		
Contingency		10,000	£	10,000.00		
Employment contingencies	Resignation, redundancy, sickness cover	5,000	£	5,000.00		
<b>PREVIOUS YEAR UNDERSPEND WHERE INVOICES ARE OUTSTANDING</b>						
TREES			£	3,740.00		
COMMUNITY CAR			£	2,076.50		