

**HINGHAM TOWN COUNCIL****MINUTES OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 19 March 2019.****PRESENT****Cllr Eldridge (Chairman)****Cllr Dore****Cllr Chan****Clerk – Alison Doe****No members of the public were present**

- 1. Apologies for absence** were received from Cllr Bendle and Cllr Riley.
- 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 20 November 2018**  
The minutes of the meeting of the Finance Committee meeting of 20 November 2018 were agreed as correct and signed by the Chairman.
- 5. Matters arising from the minutes of the meeting of 20 November 2018**  
There were no matters arising from the minutes of the meeting of 20 November 2018.
- 6. To review Financial Regulations**  
A copy of the current Financial Regulations were forwarded to all Cllrs on the Committee prior to the meeting. As no recommendations/ notifications of required changed had been received from NALC, it was agreed that the Financial Regulations did not require any amendments or additions.
- 7. To undertake a review of the budget 2018/19 - incorporating suggestions for the reserve policy figures for 2019/20 (see Appendix A)**  
Receipts: - The Clerk confirmed that the cemetery charges received were higher than anticipated in the budget due to a non-resident interment and kerbing applications. The Clerk confirmed that she would be invoicing South Norfolk Council for the toilet cleaning agreement fee for the whole of 2018/19 now that SNC had confirmed that the toilet transfer should take place on 01 April 2019. The Clerk is also to chase Norfolk County Council for the agency grass cutting fee as this had not yet been received.  
Payments: It was noted where there are significant under and overspends against the 2018/19 budget (see Appendix A for detail). The most significant overspend was for pension payments (due to an increase in contribution percentages) and Employers NI Contributions, due to an increase in pay for the Clerk since the 2018/19 budget was agreed.

It was noted where payments had been made, that were not part of the budget, coming from either reserves or the Capital Fund.

Reserve figures for 2019/20: It was agreed that the Clerk should amend the reserve figures to take into consideration the under/over spends in the 2018/19 budget. It was also agreed that provision for the public toilets must be made within the reserves.

**8. To discuss the financial arrangements for funding the public toilets**

The Clerk reminded the Committee that there is a commuted sum of £30,000 due to the Council on completion of the toilet transfer, and that there is a figure of £7570.80 due, which is the remainder of refurbishment budget. It was agreed that the £7570.80 should be retained as the foundation for a “toilet maintenance/emergency” fund within the reserves. It was also agreed that for the first year of Hingham Town Council’s ownership, general running costs for the toilet should be taken from the £30,000, with the amount being spent to be assessed when the 2020/21 budget is being set, at this time an amount to be raised from the precept for the running of the toilets should be agreed. The Clerk suggested that this should be a portion of the total annual expected running cost, with the remainder coming from the £30,000 during 2020/21, with the amount required from the precept to be increased in further years until the full expected running cost of the toilets is achieved through the precept.

**9. 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 8.30pm

## APPENDIX A

Receipts – April 2018-Feb 2019

<b>2018/19 Budget as agreed 02 January 2018</b>			
% OF BUDGET RECEIVED		budget	
	General income not including CIL and EVENTS or VAT REFUNDS		TOTAL RECEIVED
100.00%	Precept	<b>£61,000.00</b>	£61,000.00
100.00%	Government grant allocated by SNC	<b>£1,008.00</b>	£1,008.00
	Interest	<b>£0.00</b>	£290.67
168.57%	Cemetery charges	<b>£3,500.00</b>	£5,900.00
100.00%	HPFA rent	<b>£100.00</b>	£100.00
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
93.95%	<b>BUDGET TOTAL</b>	<b>£72,694.29</b>	£68,298.67
	other ad hoc income -		
	VAT RECLAIM		£9,070.43
	CIL		£5,908.78
	NCC - COMMUNITY CAR		£180.00
	CBF INVESTMENT 132001129S		£34.03
	EVENTS		£770.00
	ABEL HOMES COMMUNITY FUND(REF HOPS ALE)		£500.00
	NCC PARISH PARTNERSHIP REFUND		
	<b>OVERALL TOTAL RECEIVED</b>	<b>£84,761.91</b>	

## Payments April 2018-March 2019

% OF BUDGET SPENT	General projected expenditure not including CIL, CAPITAL, EVENTS or RESERVES		NET	VAT	TOTAL	
<b>7.17%</b>	<b>Contingency</b>		<b>£5,000.00</b>	<b>£358.33</b>	<b>£21.67</b>	<b>£380.00</b>
	<b>Footway lighting</b>					
87.80%	Energy	<b>£7,000.00</b>	£6,145.89	£1,229.17	£7,375.06	
73.55%	Maintenance	<b>£4,000.00</b>	£2,941.92	£588.36	£3,530.28	
25.00%	Repairs	<b>£1,000.00</b>	£250.00	£50.00	£300.00	
33.69%	Replacements	<b>£3,000.00</b>	£1,010.67	£202.13	£1,212.80	
<b>68.99%</b>	<b>TOTAL</b>		<b>£15,000.00</b>	<b>£10,348.48</b>	<b>£2,069.66</b>	<b>£12,418.14</b>
	<b>Open spaces</b>					
96.51%	Handyman salary	<b>£7,000.00</b>	£6,755.84		£6,755.84	
88.16%	Grasscutting	<b>£11,000.00</b>	£9,697.80	£1,939.56	£11,637.36	
8.63%	Trees, ditches	<b>£4,000.00</b>	£345.00	£69.00	£414.00	
88.29%	Maintenance/equipment	<b>£100.00</b>	£88.29	£12.71	£101.00	
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	
66.50%	Skatepark	<b>£100.00</b>	£66.50	£13.30	£79.80	
100.00%	Church Lights	<b>£60.00</b>	£60.00		£60.00	
0.00%	signs	<b>£200.00</b>	£0.00		£0.00	
<b>70.13%</b>	<b>TOTAL</b>		<b>£24,260.00</b>	<b>£17,013.43</b>	<b>£2,034.57</b>	<b>£19,048.00</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	
33.33%	Christmas tree, lights	<b>£300.00</b>	£100.00		£100.00	
	Town sign	<b>£0.00</b>	£0.00		£0.00	
104.12%	Toilet cleaning products/ holiday cover	<b>£655.00</b>	£682.01	£77.53	£759.54	
102.47%	Toilet cleaning salary	<b>£2,775.00</b>	£2,843.68		£2,843.68	
117.57%	Rates, cemetery, water inc fairland	<b>£140.00</b>	£164.60		£164.60	
116.67%	Dog bin emptying	<b>£600.00</b>	£700.00	£140.00	£840.00	
195.88%	replacement bins (dog/litter/grit)	<b>£200.00</b>	£391.75	£78.35	£470.10	
<b>59.76%</b>	<b>TOTAL</b>		<b>£8,170.00</b>	<b>£4,882.04</b>	<b>£295.88</b>	<b>£5,177.92</b>

CONTINUED OVERLEAF

Administration					
117.39%	Clerk's salary	£10,500.00	£12,325.50		£12,325.50
100.00%	website	£30.00	£30.00		£30.00
56.73%	Stationery,post, phone	£300.00	£170.18	£25.04	£195.22
100.00%	Chair's allowance	£369.00	£369.00		£369.00
219.65%	NI – employers contribution	£300.00	£658.95		£658.95
80.84%	Insurance	£2,000.00	£1,616.80		£1,616.80
0.00%	storage room hire	£250.00	£0.00		£0.00
107.78%	Hall hire	£450.00	£485.00		£485.00
107.51%	Subs/training	£750.00	£806.31		£806.31
87.08%	Audit	£600.00	£522.50	£80.00	£602.50
0.00%	Advertising/publicity	£800.00	£0.00		£0.00
0.00%	Elections	£800.00	£0.00		£0.00
60.00%	Payroll admin fees	£120.00	£72.00		£72.00
81.09%	Printing costs lease and metered	£650.00	£527.09	£198.73	£725.82
147.76%	PENSION	£50.00	£73.88		£73.88
100.00%	CLERKS ALLOWANCE HEATING/ELEC	£216.00	£216.00		£216.00
<b>98.29%</b>	<b>TOTAL</b>	<b>£18,185.00</b>	<b>£17,873.21</b>	<b>£303.77</b>	<b>£18,176.98</b>
Grants and Donations					
115.00%		£2,000.00	£2,300.00		£2,300.00
<b>115.00%</b>	<b>TOTAL</b>	<b>£2,000.00</b>	<b>£2,300.00</b>	<b>£0.00</b>	<b>£2,300.00</b>
S137					
40.00%	general	£100.00	£40.00		£40.00
26.50%	Automated Defibrillator	£200.00	£53.00	£7.60	£60.60
<b>31.00%</b>	<b>TOTAL</b>	<b>£300.00</b>	<b>£93.00</b>	<b>£7.60</b>	<b>£100.60</b>
<b>72.51%</b>	<b>TOTAL</b>	<b>£72,915.00</b>	<b>£52,868.49</b>	<b>£4,733.15</b>	<b>£57,601.64</b>

	NET	VAT	TOTAL
OTHER - NOT PART OF THE BUDGET			
	£0.00		£0.00
CIL	£0.00		£0.00
Parish Partnership	£7,400.00		£7,400.00
BOWLS CLUB	£5,000.00		£5,000.00
CAPITAL	£0.00		£0.00
replacement light columns	£11,370.00	£2,274.00	£13,644.00
	£0.00		£0.00
	£0.00		£0.00
EVENTS	£0.00		£0.00
music day	£208.53		£208.53
stall hire	£50.00		£50.00
hall hire	£144.00		£144.00
craft items	£34.53	£6.91	£41.44
RESERVES	£0.00		£0.00
TREE (OUTSTANDING INVOICE FROM 2017/18	£5,440.00	£1,088.00	£6,528.00
dog bin emptying 2015/16-2017/18	£656.36	£131.28	£787.64
community car	£816.50		£816.50
	£31,119.92	£3,368.91	£33,015.97