

## HINGHAM TOWN COUNCIL

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#### MINUTES OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 20 NOVEMBER 2018.

##### PRESENT

Cllr Eldridge (Chairman)

Cllr Dore

Cllr Riley

Cllr Chan

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. (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 17 July 2018.**  
The minutes of the meeting of the Finance Committee meeting of 17 July 2018 were agreed as correct and signed by the Chairman.
5. **Matters arising from the minutes of the meeting of 17 July 2018.**  
There were no matters arising from the minutes of the Finance Committee meeting of 17 July 2018.
6. **To undertake the Budget Monitoring (April-September 2018).**  
The Finance Committee considered the figures for payment and receipts April to September 2018. The Clerk confirmed that the payments to come from the contingency fund were the crushed asphalt for the access driveway to the Lincoln Hall and the initial fee for the solicitor acting on behalf of the Council regarding the transfer of the public toilets.  
The Clerk confirmed that she is to invoice South Norfolk Council for the toilet cleaning payment (April to September) and the Hingham Playing Field Association for the rent. It was also confirmed that the amount available in the capital budget is £12,170.49 and this is intended to cover the cost of the replacement street lighting (replacements for the 6 green columns).
7. **To undertake the preliminary budget setting for 2019/20**  
The Finance Committee considered the figures for money spent April – September 2018. The Clerk had produced an initial budget suggestion for 2019/20, outlining where the budget figures needed to be increased or could be decreased (on 2018/19 figures).

The Clerk suggested that the budget figure to cover the cost of stationary could be reduced (from £300-£200).

It was also suggested that the following budget figures would need to be increased (See Appendix A for figures):

Handyman's salary and Clerks salary – to cover changes in the pay scales as advised by NALC, and any incremental rises awarded to employees.

Employer's contributions for NI and Pension - to cover changes in rates payable and increases in wages.

Bus shelter – as maintenance work is required on the Market Place bus shelter.

Website - as the hosting charge from NorfolkALC has increased.

Chairman's Allowance – as notified by South Norfolk Council

With regard to the figures for receipts – The Clerk suggested removing the figure for rent from the fair as they had not visited Hingham for some time – (not as yet in 2018/19).

It was also confirmed by the Clerk that interest was being paid on amounts in 2 of the bank accounts therefore a figure was added to the expected receipts for 2019/20.

All of the suggested amendments were agreed by the Committee

The issue of the budget for the toilets was discussed – it was agreed to keep the toilets within the budget to ensure that expenditure of the commuted sum could be monitored and the need for raising additional money through the precept could be assessed, (when the transfer of the toilets is complete).

#### **8. 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 9.20pm

## APPENDIX A

Receipts - (and shown as a percentage against the budget) for Apr – Sep 2018 and suggested budget figures for 2019/20

2018/19 Budget as agreed 02 January 2018				
SUGGESTED BUDGET FOR 2019/20	% OF BUDGET RECEIVED (APR-SEP 2018)		budget	APR-SEP 2018
		General income not including CIL and EVENTS or VAT REFUNDS		TOTAL RECEIVED
	100.00%	Precept	£61,000.00	£61,000.00
	100.00%	Government grant allocated by SNC	£1,008.00	£1,008.00
£100.00		Interest	£0.00	£163.04
£3,500.00	94.86%	Cemetery charges	£3,500.00	£3,320.00
£100.00	0.00%	HPFA rent	£100.00	£0.00
£0.00	0.00%	Rent from Fair	£40.00	£0.00
£3,427.00	0.00%	Fee from SNC for cleaning toilets figure	£3,427.00	£0.00
£3,619.29	0.00%	Fee from NCC for grasscutting	£3,619.29	£0.00
£10,746.29	90.09%	<b>BUDGET TOTAL</b>	<b>£72,694.29</b>	£65,491.04
		other ad hoc income -		
		CIL		£5,908.78
		NCC - COMMUNITY CAR		£180.00
		CBF INVESTMENT 1320011295		£17.86
		EVENTS		£540.00
		ABEL HOMES COMMUNITY FUND(REF HOPS ALE)		£500.00
		<b>OVERALL TOTAL RECEIVED</b>	<b>£72,637.68</b>	

Payments (and shown as a percentage against the budget) for Apr – Sep 2018 and suggested budget figures for 2019/20

SUGGESTED BUDGET FOR 2019/20	BUDGET SPENT (APR-SEP 2018)	General projected expenditure not including CIL, CAPITAL, EVENTS or RESERVES	APR-SEP			
			NET	VAT	TOTAL	
£5,000.00	7.17%	Contingency	£5,000.00	£358.33	£21.67	£380.00
		Footway lighting				
£7,000.00	43.53%	Energy	£7,000.00	£3,047.15	£609.43	£3,656.58
£4,000.00	36.77%	Maintenance	£4,000.00	£1,470.96	£294.18	£1,765.14
£1,000.00	25.00%	Repairs	£1,000.00	£250.00	£50.00	£300.00
£3,000.00	0.00%	Replacements	£3,000.00	£0.00		£0.00
	31.79%	<b>TOTAL</b>	<b>£15,000.00</b>	<b>£4,768.11</b>	<b>£953.61</b>	<b>£5,721.72</b>
		Open spaces				
£7,500.00	48.26%	Handyman salary	£7,000.00	£3,377.92		£3,377.92
£11,000.00	22.04%	Grasscutting	£11,000.00	£2,424.45	£484.89	£2,909.34
£4,000.00	8.63%	Trees, ditches	£4,000.00	£345.00	£69.00	£414.00
£100.00	42.39%	Maintenance/equipment	£100.00	£42.39	£7.54	£49.93
£500.00	0.00%	Church Yard repairs/Maintenance	£500.00	£0.00		£0.00
£300.00	0.00%	Cemetery refurbishment	£300.00	£0.00		£0.00
£1,000.00	0.00%	Cemetery /memorial repairs	£1,000.00	£0.00		£0.00
£100.00	66.50%	Skatepark	£100.00	£66.50	£13.30	£79.80
£60.00	0.00%	Church Lights	£60.00	£0.00		£0.00
£200.00	0.00%	signs	£200.00	£0.00		£0.00
	25.79%	<b>TOTAL</b>	<b>£24,260.00</b>	<b>£6,256.26</b>	<b>£574.73</b>	<b>£6,830.99</b>
		Amenities				
£500.00	0.00%	Church clock repairs, maintenance	£500.00	£0.00		£0.00
£2,000.00	0.00%	Bus shelters	£500.00	£0.00		£0.00
£2,500.00	0.00%	Community car scheme	£2,500.00	£0.00		£0.00
£300.00	0.00%	Christmas tree, lights	£300.00	£0.00		£0.00
£0.00		Town sign	£0.00	£0.00		£0.00
£569.00	60.18%	Toilet cleaning products/ holiday cover	£655.00	£394.18	£46.82	£441.00
£2,858.00	51.12%	Toilet cleaning salary	£2,775.00	£1,418.62		£1,418.62
£140.00	34.44%	Rates, cemetery, water inc fairland	£140.00	£48.21		£48.21
£600.00	0.00%	Dog bin emptying	£600.00	£0.00		£0.00
£200.00	125.93%	replacement bins (dog/litter/grit)	£200.00	£251.85	£50.37	£302.22
	25.86%	<b>TOTAL</b>	<b>£8,170.00</b>	<b>£2,112.86</b>	<b>£97.19</b>	<b>£2,210.05</b>

Continued overleaf

		Administration				
£12,700.00	55.63%	Clerk's salary	£10,500.00	£5,841.00		£5,841.00
£35.00	100.00%	website	£30.00	£30.00		£30.00
£200.00	12.65%	Stationery,post, phone	£300.00	£37.94	£2.99	£40.93
£374.00	100.00%	Chair's allowance	£369.00	£369.00		£369.00
£600.00	87.93%	NI – employers contribution	£300.00	£263.80		£263.80
£2,000.00	80.84%	Insurance	£2,000.00	£1,616.80		£1,616.80
£250.00	0.00%	storage room hire	£250.00	£0.00		£0.00
£450.00	50.00%	Hall hire	£450.00	£225.00		£225.00
£750.00	53.37%	Subs/training	£750.00	£400.31		£400.31
£600.00	20.42%	Audit	£600.00	£122.50		£122.50
£800.00	0.00%	Advertising/publicity	£800.00	£0.00		£0.00
£800.00	0.00%	Elections	£800.00	£0.00		£0.00
£120.00	60.00%	Payroll admin fees	£120.00	£72.00		£72.00
£650.00	41.44%	Printing costs lease and metered	£650.00	£269.33	£52.11	£321.44
£150.00	73.88%	PENSION	£50.00	£36.94		£36.94
£216.00	100.00%	CLERKS ALLOWANCE HEATING/ELEC	£216.00	£216.00		£216.00
	<b>52.24%</b>	<b>TOTAL</b>	<b>£18,185.00</b>	<b>£9,500.62</b>	<b>£55.10</b>	<b>£9,555.72</b>
		<b>Grants and Donations</b>				
£2,000.00	0.00%		£2,000.00	£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>				
£100.00	0.00%	general	£100.00	£0.00		£0.00
£200.00	7.50%	Automated Defibrillator	£200.00	£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>
£77,422.00	<b>31.56%</b>	<b>TOTAL</b>	<b>£72,915.00</b>	<b>£23,011.18</b>	<b>£1,702.30</b>	<b>£24,713.48</b>
		APR-SEP2018		NET	VAT	TOTAL
		OTHER - NOT PART OF THE BUDGET				
				£0.00		£0.00
		<b>CIL</b>		£0.00		£0.00
		Parish Partnership		£7,400.00		£7,400.00
		BOWLS CLUB		£5,000.00		£5,000.00
		<b>CAPITAL</b>		£0.00		£0.00
		lights		£0.00		£0.00
				£0.00		£0.00
		<b>EVENTS</b>		£0.00		£0.00
				£0.00		£0.00
				£0.00		£0.00
		<b>RESERVES</b>		£0.00		£0.00
		TREE (OUTSTANDING INVOICE FROM 2017/18		£5,440.00	£1,088.00	£6,528.00
				£17,840.00	£1,088.00	£18,928.00