

HINGHAM TOWN COUNCIL

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MINUTES OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 16 JULY 2019 IN THE LINCOLN HALL.

PRESENT

Cllr Eldridge (Chairman)

Cllr Amey

Cllr Bales

Cllr Y Bendle

Cllr Dore

There were no members of the public present.

- 1. To Elect a Chairman** – Cllr Eldridge said he was happy to continue as the Chairman, no other Cllrs put themselves forward for the position. Cllr Eldridge was elected unopposed.
- 2. Apologies for absence**
There were no apologies for absence.
- 3. Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
None
- 4. Public participation**
No members of the public were present. (n.b the cashbook and budget monitoring spreadsheets were made available for public inspection).
- 5. Accuracy of the Minutes of the Finance Committee meeting of 19 March 2019**
The minutes of the meeting of the Finance Committee of 19 March 2019 were agreed as correct and signed by the Chairman
- 6. Matters arising from the minutes of the meeting of 19 March 2019**
The Clerk confirmed when questioned that she had received the grass cutting payment from Norfolk County Council, although it had been received in this financial year. She explained that the payments had previously been made automatically to Hingham Town Council, but NCC now required an invoice to be sent prior to the payment being made. The Clerk had not been notified of this change until she chased NCC for the payment.
The Clerk confirmed that she had received the 2018/19 toilet cleaning fee, which was paid sometime after invoicing and was there for received after 2018/19 year end.
- 7. To receive the Terms of Reference for the Finance Committee**
The Terms of Reference for the Finance Committee as agreed by the Council at their meeting of 02 July 2019, were forwarded to all Cllrs on the Committee prior to the meeting. Receipt was confirmed by Committee members at the Finance Committee meeting.

8. To undertake a review of the budget April – June 2019 (see appendix A)

The Clerk had prepared a spreadsheets showing amounts spent in £'s and also as a percentage of the allocated budget for each item. The clerk confirmed that the wages for the Handyman position and the toilet cleaning would need to remain separate, she also confirmed that toilet costs (2019/20) would be plotted against the commuted sum received from South Norfolk Council following the transfer of the toilets, and future budget setting would need to start to incorporate these costs into the amount requested from the precept.

9. To discuss and agree the reserve figures (following financial year 2018/19) (see Appendix B)

The clerk explained that, of the reserves held at year end 31 March 2019, some money was “ring-fenced” for specific purposes (as highlighted in pink in Appendix B)

She had allocated the remainder under the items listed in the reserves policy, taking into account the reserve figure from the previous year, overspends/underspends in 2018/19 and the likely costs involved with regard to certain scenarios/work required, such as repairs to the church wall, skate park surface, resurfacing of cemetery/churchyard driveways/paths and adequate funds to provide staff cover (for 6 months) for both members of staff if required.

The Clerks also advised that she had omitted a figure for the toilets in the reserves, but this should be added after 1 year's running costs for the toilet could be quantified.

It was agreed to allocate the reserves as per the Clerks suggested figures The Chairman thanked the Clerk for her hard work in preparing the reserve figures.

10. To agree the Accounts for Payment

The accounts for payment were agreed as below an the cheques were signed

cheque number	ACCOUNTS FOR PAYMENT 16 July 2019			VAT
	TOTAL	PAYEE	DETAILS	
103967	£ 896.84	D RAMM	WAGES (879.36)	
			BINBAGS (3.98)	£0.66
			CLEANING PRODUCTS(13.50)	£0.58
103968	£ 871.44	A DOE	WAGES	
103969	£ 617.77	EON	STREET LIGHT ENERGY	102.96
103970	£ 294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
D/DEBIT	£ 66.09	NEST	PENSION	
103971	£ 11.94	ANGLIAN WATER BUSINESS	ATTLEBOROUGH RD	
103972	£ 14.73	ANGLIAN WATER BUSINESS	FAIRLAND	
103973	£ 673.00	SPIRE SOLICITORS LLP	TOILET TRANSFER	150.00
103974	£ 86.14	EUROFFICE	TOILET PAPER/SOAP	14.36
103975	£ 1,767.90	ZURICH	INSURANCE RENEWAL	
	£ 5,300.04	TOTAL	TOTAL VAT	£317.59

11. To undertake the internal financial check April – June 2019

A random sample of transactions were cross referenced – between the cashbook, paying in book, cheque book, minutes, receipt book and invoices. The Clerk clarified

that an error on a cheque stub was due to transposing 2 figures, the cheque was written for the correct amount. No other errors were found.

12. 'Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:'

The following agenda item requires references to staff and is therefore confidential.

There were no members of the public present.

13. To discuss the pension requirements for Hingham Town Council

The Clerk explained that, as it was coming up to the three year anniversary since the Town Council had to undertake the auto enrolment duties, the Town Council now had a duty to re-enrol members of staff into the pension scheme.

The Meeting ended at 8.50pm

Signed Chairman 19 November 2019

Appendix A – Budget Monitoring April – September 2019

2019/20 Budget as agreed 02 January 2019		
% OF BUDGET RECEIVED		budget
	General income not including CIL and EVENTS or VAT REFUNDS	TOTAL RECEIVED
50.00%	Precept	£67,000.00
	Interest	£100.00
35.71%	Cemetery charges	£3,500.00
0.00%	HPFA rent	£100.00
	Rent from Fair	£0.00
	Fee from SNC for cleaning toilets	£3,427.00
0.00%	Fee from NCC for grasscutting	£3,619.29
44.83%	BUDGET TOTAL	£77,746.29
	other ad hoc income -	
	VAT RECLAIM	£0.00
	CIL	£1,208.62
	NCC - COMMUNITY CAR	£180.00
	CBF INVESTMENT 132001129S	£8.93
	EVENTS	£0.00
	HINGHAM SOC - TREES	£80.97
	SND 2018/19 TOILET CLEANING	£3,426.96
	NCC 2018.19 GRASS CUTTING	£3,746.48
	OVERALL TOTAL RECEIVED	£43,507.19

% OF BUDGET SPENT	General projected expenditure not including CIL, CAPITAL, EVENTS or RESERVES		NET	VAT	TOTAL
12.30%	Contingency	£5,000.00	£614.99	£123.01	£738.00
	Footway lighting				
21.55%	Energy	£7,000.00	£1,508.43	£301.68	£1,810.11
18.39%	Maintenance	£4,000.00	£735.48	£147.09	£882.57
0.00%	Repairs	£1,000.00	£0.00		£0.00
17.93%	Replacements	£3,000.00	£538.00	£107.60	£645.60
18.55%	TOTAL	£15,000.00	£2,781.91	£556.37	£3,338.28
	Open spaces				
22.69%	Handyman salary	£7,500.00	£1,701.92		£1,701.92
22.48%	Grasscutting	£11,000.00	£2,472.75	£494.54	£2,967.29
2.02%	Trees, ditches	£4,000.00	£80.97		£80.97
22.23%	Maintenance/equipment	£100.00	£22.23	£1.64	£23.87
0.00%	Church Yard repairs/Maintenance	£500.00	£0.00		£0.00
0.00%	Cemetery refurbishment	£300.00	£0.00		£0.00
18.00%	Cemetery /memorial repairs	£1,000.00	£180.00		£180.00
0.00%	Skatepark	£100.00	£0.00		£0.00
0.00%	Church Lights	£60.00	£0.00		£0.00
0.00%	signs	£200.00	£0.00		£0.00
18.00%	TOTAL	£24,760.00	£4,457.87	£496.18	£4,954.05
	Amenities				
0.00%	Church clock repairs, maintenance	£500.00	£0.00		£0.00
0.00%	Bus shelters	£2,000.00	£0.00		£0.00
0.00%	Community car scheme	£2,500.00	£0.00		£0.00
0.00%	Christmas tree, lights	£300.00	£0.00		£0.00
	Town sign	£0.00	£0.00		£0.00
41.10%	Toilet cleaning products/ holiday cover	£569.00	£233.85	£31.99	£265.84
25.77%	Toilet cleaning salary	£2,858.00	£736.47		£736.47
17.88%	Rates, cemetery, water inc fairland stand pipe	£140.00	£25.03		£25.03
0.00%	Dog bin emptying	£600.00	£0.00		£0.00
0.00%	replacement bins (dog/litter/grit)	£200.00	£0.00		£0.00
10.30%	TOTAL	£9,667.00	£995.35	£31.99	£1,027.34

	Administration				
24.38%	Clerk's salary	£12,700.00	£3,096.00		£3,096.00
100.00%	website	£35.00	£35.00		£35.00
5.76%	Stationery,post, phone	£200.00	£11.52		£11.52
100.00%	Chair's allowance	£374.00	£374.00		£374.00
20.41%	NI – employers contribution	£600.00	£122.46		£122.46
2.39%	Insurance	£2,000.00	£47.82		£47.82
0.00%	storage room hire	£250.00	£0.00		£0.00
16.67%	Hall hire	£450.00	£75.00		£75.00
54.39%	Subs/training	£750.00	£407.93		£407.93
21.88%	Audit	£600.00	£131.25		£131.25
0.00%	Advertising/publicity	£800.00	£0.00		£0.00
0.00%	Elections	£800.00	£0.00		£0.00
66.67%	Payroll admin fees	£120.00	£80.00		£80.00
22.18%	Printing costs lease and metered printing)	£650.00	£144.19	£124.78	£268.97
18.88%	PENSION	£150.00	£28.32		£28.32
100.00%	CLERKS ALLOWANCE HEATING/ELEC ETC	£216.00	£216.00		£216.00
23.05%	TOTAL	£20,695.00	£4,769.49	£124.78	£4,894.27
	Grants and Donations				
0.00%		£2,000.00	£0.00		£0.00
0.00%	TOTAL	£2,000.00	£0.00	£0.00	£0.00
	S137				
0.00%	general	£100.00	£0.00		£0.00
0.00%	Automated Defibrillator	£200.00	£0.00		£0.00
0.00%	TOTAL	£300.00	£0.00	£0.00	£0.00
17.59%	TOTAL	£77,422.00	£13,619.61	£1,332.33	£14,951.94
			NET	VAT	TOTAL
	OTHER - NOT PART OF THE BUDGET				
			£0.00		£4,676.00
	CIL		£0.00		£0.00
	DRIVEWAY		£23,380.00	£4,676.00	£28,056.00
	SKATEPARK		£3,435.00		£3,435.00
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
	EVENTS		£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
	RESERVES		£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
			£26,815.00	£4,676.00	£36,167.00

Appendix B – Reserve figures following Year End 31 March 2019

Cash Book Balance 31 March 2019	£ 165,101.00	
OF THE BALANCE THE FOLLOWING IS DESIGNATED OR RESTRICTED FUNDS		
CIL	£ 47,393.04	OF WHICH £23,380 (NET) is for Lincoln Hall Driveway (APR2019)
BUS SHELTER PLAQUE	£ 300.00	
CAPITAL	£ -	(PREVIOUS BALANCE USED FOR REPLACEMENT STREET LIGHTING)
CAR PARK DRAIN REPAIRS (FROM CHURCH)	£ 100.00	UNABLE TO UNDERTAKE AS NOT OWNERS OF LAND
COMMUNITY FUND/ABLES HOPS ALE	£ 500.00	
EVENTS (including co-op donation)	£ 3,393.75	
TOTAL	£ 51,686.79	
REMAINDER	£ 113,414.21	

Item	Use	General reserves held year end 31 March 2019	
SUGGESTED RESERVE FIGURES			
Street furniture			
Street lights	To replace/repair damaged street lights not covered	£ 15,000.00	
Litter/dog bins/grit bins	Replacement	£ 200.00	
Seating	Replacement and New	£ 1,000.00	
Notice boards	Repair/replace	£ 700.00	
Town Sign	Repair, repaint	£ 1,000.00	
Bus shelters	Repair, repaint	£ 2,500.00	
Bus shelters	New	£ 8,000.00	
Stand pipe	Repair	£ 500.00	
Cemetery & Churchyard			
Shed	Repair/replace	£ 500.00	
Monuments	Repair/straighten	£ 2,000.00	
Signs, information boards	Repair/replace	£ 500.00	
Car park area, paths	Repair/resurface	£ 5,794.21	RESURFACING IS VERY COSTLY
Gates, railings, walls	Repair/replace	£ 6,000.00	REPAIRING CHURCH WALL - VERY COSTLY
Clock	Repair	£ 5,000.00	
Stand pipe	Repair	£ 500.00	
Skate park			
Equipment	Total for the below	£ 6,670.00	
Fence/Gate	Repair/replace		
Sign	Replace		
Surface	Repair		
Trees & ditches	Surgery/fell, clear	£ 3,000.00	
By Elections		£ 2,500.00	
De-fib New		£ 300.00	
Open space enhancement including acquisition of land		£ 15,000.00	
Contingency		£ 10,000.00	
Employment contingencies	Resignation, redundancy, sickness cover	£ 10,000.00	(6MONTHS - 2 MEMBERS OF STAFF)
PREVIOUS YEAR UNDERSPEND WHERE INVOICES ARE OUTSTANDING			
TREES		N/A	
COMMUNITY CAR		N/A	
		£ 96,664.21	
Summary of the reserves funds:			
General reserve - one quarter of precept		£ 16,750.00	2019/20
Street furniture		£ 28,900.00	
Cemetery & Churchyard		£ 20,294.21	
Skate park		£ 6,670.00	
Trees & ditches		£ 3,000.00	
Contingency		£ 10,000.00	
Defib		£ 300.00	
Open space enhancement/acquisition		£ 15,000.00	
By-Elections		£ 2,500.00	
Employment		£ 10,000.00	
previous year outstanding invoices/underspend		N/A	
	TOTAL	£ 113,414.21	