

## HINGHAM TOWN COUNCIL

MINUTES OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 19 NOVEMBER 2019 IN THE LINCOLN HALL.

### PRESENT

Cllr Eldridge (Chairman)  
Cllr Dore  
Cllr Amey  
Cllr Sykes  
Clerk – Alison Doe

No members of the public were present

1. **Apologies for absence**, Cllr Dunnett was unable to attend as she was attending the meeting of the Hingham charity Committee (as the Town Council representative).
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations.**  
Cllr Eldridge declared a non-pecuniary interest in agenda item 7, and asked for a dispensation to be able to speak on this agenda item. This was agreed.
3. **Public participation.**  
There were no members of the public 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 16 July 2019.**  
The minutes of the meeting of the Finance Committee meeting of 16 July 2019 were agreed as correct and signed by the Chairman.
5. **Matters arising from the minutes of the meeting of 16 July 2019.**  
There were no matters arising from the minutes of the Finance Committee meeting of 16 July 2019.
6. **To undertake the Budget Monitoring (April-September 2019) (see appendix A)**  
The Finance Committee considered the figures for payments and receipts April to September 2019. The Clerk confirmed that the income for the toilet cleaning (from SNC) and grass cutting (NCC) allocated in adhoc income was for 2018/19 and was paid late (during April 2019). The Clerk also confirmed that she is to invoice Norfolk County Council for the annual grass cutting payment (2019/20) and the Hingham Playing Field Association for the rent. She also advised that the cleaning income from South Norfolk Council as set in the budget (2019/20) was not applicable as the toilet transfer had taken place since the budget was set, and the commuted sum and renovation money had been received from SNC. The 2019/20 toilet costs will be taken from the commuted sum.  
The Clerk also stated that the Cemetery income was quite low as there had not been many interments and none for non-residents for which the higher fees would apply.
7. **To discuss the request for financial support from Norfolk Citizens Advice**  
Norfolk Citizens Advice had written to the Town Council to request financial assistance, the Council referred the request to the Finance Committee for discussion and a recommendation. Cllr Eldridge explained the organisational changes that had recently taken place within Citizens Advice, which had resulted in Mid Norfolk branches merging with Norfolk Citizens Advice. During the changes, Citizens Advice lost some funding sources and are now seeking funding to help provide advice to an increasing number of clients. Citizens Advice now offer debt

advice and help for Universal Credit applicants, and are seeking to further offer help by additional face to face hours as well as telephone and email advice.

It was queried as to how any grant given would specifically benefit people of Hingham. Cllr Eldridge explained that although the money would not be ring-fenced locally by branch, all of the nearby branches (Attleborough, Dereham, Watton and Wymondham) see clients from the Hingham area, and funding would not only help to keep those (and all) branches running but help to increase the assistance available via telephone and email.

The Clerk confirmed that there was £1010.00 left in the general grants and donations budget. It was agreed to recommend to the Council that a grant of £400 should be given to the Norfolk Citizens Advice (from 2019/20 budget) and that an amount of £600 should be included as a grant for the Norfolk Citizens Advice in the 2020/21 budget, as a separate item to the general Grants and Donations budget.

#### **8. To discuss/receive an update on the bank mandate change**

The Clerk advised that she had not received confirmation that Cllr Foord was still agreeable to being a cheque signatory, therefore she had obtained new forms with only Cllr Amey and Cllr Shingfield named as the new cheque signatories.

(Cllr Amey and Cllr Shingfield completed and signed the forms prior to the committee meeting commencing).

#### **9. To undertake the preliminary budget setting for 2020/21 (see appendix B)**

The Finance Committee considered the figures for money spent April – September 2019. The Clerk had produced an initial budget suggestion for 2020/21, outlining where the budget figures needed to be increased or could be decreased (on 2019/20 figures).

The Clerk suggested that the budget figure to cover the cost of dog waste bin emptying could be reduced from £600 to £525 to account for the change to once weekly emptying), and to reduce the footway lighting maintenance budget from £4000 to £3000 as savings will be made by using the new contractor.

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

Handyman's salary, Cleaner's salary and Clerk's 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 increases in wages.

The issue of the budget for the toilets was discussed, the Clerk provided the expenditure figures to date for the toilets and it was agreed to include the predicted cost of the toilets (1920/21) in the budget, therefore retaining the commuted sum to cover any future unexpected maintenance expense.

The Committee agreed to suggest to the Council that a £600 grant specifically for Citizens Advice should be included in the budget (in addition to the general grants and donations budget).

The footway lighting budget was discussed with regard to replacing the existing (non LED) lighting with LED's to save energy long term – Cllr Dore will forward some information regarding funding to the members of the Finance Committee.

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 and to include a figure of £20.00 for the CBF investment fund (which it was explained had been set up by relatives to provide funds the upkeep or a grave).

The Clerk suggested increasing the amount of interest expected, from £100 to £150, as although a large proportion of the CIL money had been spent (therefore reducing the amount of money held in the accounts), the "toilet fund" had since been paid and would receive interest on the balance. The Clerk suggested reducing the budget for expected cemetery fees, it is yet to be seen if the opening of the nearby crematorium would decrease the amount of interments taking place in Hingham cemetery, but this is possible.

All of the suggested amendments were agreed by the Committee

The Clerk will check the figure for the Chairman's Allowance with SNC prior to the budget being finalised by the Council in January.

**10. 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

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## BUDGET MONITORING - APRIL – JUNE 2019

## PAYMENTS

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

	<b>Administration</b>				
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
<b>23.05%</b>	<b>TOTAL</b>	<b>£20,695.00</b>	<b>£4,769.49</b>	<b>£124.78</b>	<b>£4,894.27</b>
	<b>Grants and Donations</b>				
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>				
0.00%	general	£100.00	£0.00		£0.00
0.00%	Automated Defibrillator	£200.00	£0.00		£0.00
<b>0.00%</b>	<b>TOTAL</b>	<b>£300.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>17.59%</b>	<b>TOTAL</b>	<b>£77,422.00</b>	<b>£13,619.61</b>	<b>£1,332.33</b>	<b>£14,951.94</b>
			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
			£26,815.00	£4,676.00	£36,167.00

BUDGET MONITORING - APRIL – JUNE 2019

RECEIPTS

<b>2019/20 Budget as agreed 02 January 2019</b>			
<b>% OF BUDGET RECEIVED</b>		<b>budget</b>	
	General income not including CIL and EVENTS or VAT REFUNDS		<b>TOTAL RECEIVED</b>
50.00%	Precept	<b>£67,000.00</b>	£33,500.00
	Interest	<b>£100.00</b>	£105.23
35.71%	Cemetery charges	<b>£3,500.00</b>	£1,250.00
0.00%	HPFA rent	<b>£100.00</b>	£0.00
	Rent from Fair	<b>£0.00</b>	£0.00
0.00%	Fee from SNC for cleaning toilets	<b>£3,427.00</b>	£0.00 N/A
0.00%	Fee from NCC for grasscutting	<b>£3,619.29</b>	£0.00
<b>44.83%</b>	<b>BUDGET TOTAL</b>	<b>£77,746.29</b>	£34,855.23
	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
	<b>OVERALL TOTAL RECEIVED</b>	<b>£43,507.19</b>	

## 2020/21 DRAFT - BUDGET SETTING - AGENDA ITEM 9

## RECEIPTS

		2019/20 Budget as agreed 02 January 2019			
TOTAL 2018/19 £	SUGGESTED FOR 20/21	NOTES	% OF BUDGET RECEIVED REC	budget	APR-SEP 2019
				General income not including CIL and EVENTS or VAT REFUNDS	TOTAL RECEIVED
£61,000.00			100.00%	Precept	£67,000.00
£380.98	£150.00		157.93%	Interest	£157.93
£3,500.00	£3,000.00	REDUCE	42.57%	Cemetery charges	£1,490.00
£100.00	£100.00		0.00%	HPFA rent	£100.00
£0.00		REMOVE		Rent from Fair	£0.00
£34.03	£20.00	ADD into budget		CBF INVESTMENT 132001129S	
see	£3,746.48	HAVE NOT BEEN NOTIFIED OF CHANGE	0.00%	Fee from NCC for grasscutting	£3,619.29
	£7,016.48		92.37%	<b>BUDGET TOTAL</b>	<b>£74,319.29</b>
				other ad hoc income -	
				VAT RECLAIM	£0.00
				CIL	£1,208.62
				NCC - COMMUNITY CAR	£180.00
				CBF INVESTMENT 132001129S	£17.86
				EVENTS	£0.00
				HINGHAM SOC - TREES	£80.97
				SND 2018/19 TOILET CLEANING LATE PAYMENT	£3,426.96
				NCC 2018.19 GRASS CUTTING LATE PAYMENT	£3,746.48
				SNC TOILETS	£37,570.00
				<b>OVERALL TOTAL RECEIVED</b>	<b>£114,878.82</b>

## 2020/21 DRAFT - BUDGET SETTING - AGENDA ITEM 9

### PAYMENTS

What was spent from budget TOTAL 2018/19 Enet	SUGGESTED FOR 20/21	NOTES	% OF BUDGET SPENT	General projected expenditure not including CL, CAPITAL, EVENTS or RESERVES	APR -SEP 2019			
					NET	VAT	TOTAL	
£358.33	£5,000.00		<b>12.30%</b>	<b>Contingency</b>	<b>£5,000.00</b>	£614.99	£123.01	£738.00
				<b>Footway lighting</b>				
£6,145.89	£7,000.00		44.07%	Energy	£7,000.00	£3,085.18	£617.42	£3,702.60
£2,941.92	£3,000.00	REDUCE	35.65%	Maintenance	£4,000.00	£1,425.80	£285.15	£1,710.95
£250.00	£1,000.00		0.00%	Repairs	£1,000.00	£0.00		£0.00
£1,010.67	£3,000.00		17.93%	Replacements	£3,000.00	£538.00	£107.60	£645.60
			<b>33.66%</b>	<b>TOTAL</b>	<b>£15,000.00</b>	<b>£5,048.98</b>	<b>£1,010.17</b>	<b>£6,059.15</b>
				<b>Open spaces</b>				
£6,755.84	£8,000.00	REF PAY RISE	45.46%	Handyman salary	£7,500.00	£3,409.60		£3,409.60
£9,697.80	£11,000.00		44.96%	Grasscutting	£11,000.00	£4,945.50	£989.08	£5,934.58
£345.00	£4,000.00		2.02%	Trees, ditches	£4,000.00	£80.97		£80.97
			62.51%	Maintenance/equipment/COVER	£100.00	£62.51	£3.12	£65.63
£88.29	£200.00	INC. HOL. COV. BINS		Church Yard repairs/Maintenance	£500.00	£0.00		£0.00
£0.00	£500.00		0.00%	Cemetery refurbishment	£300.00	£0.00		£0.00
£0.00	£300.00		0.00%	Cemetery/memorial repairs	£1,000.00	£180.00		£180.00
£66.50	£100.00		18.00%	Skatepark	£100.00	£68.50	£13.70	£82.20
£60.00	£60.00		68.50%	Church Lights	£60.00	£0.00		£0.00
£0.00	£200.00		0.00%	signs	£200.00	£0.00		£0.00
			<b>35.33%</b>	<b>TOTAL</b>	<b>£24,760.00</b>	<b>£8,747.08</b>	<b>£1,005.90</b>	<b>£9,752.98</b>
				<b>Amenities</b>				
£0.00	£500.00	OR £0 - FUND RAISE?	0.00%	Church clock repairs, maintenance	£500.00	£0.00		£0.00
£0.00	£2,000.00		0.00%	Bus shelters	£2,000.00	£0.00		£0.00
£0.00	£2,500.00		0.00%	Community car scheme	£2,500.00	£0.00		£0.00
£100.00	£300.00		0.00%	Christmas tree, lights	£300.00	£0.00		£0.00
£0.00	£0.00		0.00%	Town sign	£0.00	£0.00		£0.00
£682.01	£140.00		36.93%	Rates, cemetery, water inc fairland stand pipe	£140.00	£51.70		£51.70
£700.00	£525.00	ONCE WEEKLY	0.00%	Dog bin emptying	£600.00	£0.00		£0.00
£391.75	£200.00		0.00%	replacement bins (dog/litter/grit)	£200.00	£0.00		£0.00
			<b>0.83%</b>	<b>TOTAL</b>	<b>£6,240.00</b>	<b>£51.70</b>	<b>£0.00</b>	<b>£51.70</b>



				Administration			
£12,325.50	£13,500.00	REF PAY INC.	48.76%	Clerk's salary	£12,700.00	£6,192.00	£6,192.00
£30.00	£35.00		100.00%	website	£35.00	£35.00	£35.00
£170.18	£100.00		5.76%	Stationery,post, phone	£200.00	£11.52	£11.52
£369.00	£374.00	CHECK!	100.00%	Chair's allowance	£374.00	£374.00	£374.00
£658.95	£1,000.00		48.85%	NI – employers contribution	£600.00	£293.12	£293.12
£1,616.80	£2,000.00		90.79%	Insurance	£2,000.00	£1,815.72	£1,815.72
£0.00	£250.00		0.00%	storage room hire	£250.00	£0.00	£0.00
£485.00	£450.00		38.89%	Hall hire	£450.00	£175.00	£175.00
£806.31	£750.00		54.39%	Subs/training	£750.00	£407.93	£407.93
£522.50	£600.00		71.88%	Audit	£600.00	£431.25	£431.25
£0.00	£800.00		0.00%	Advertising/publicity	£800.00	£0.00	£0.00
£0.00	£800.00		0.00%	Elections	£800.00	£0.00	£0.00
£72.00	£120.00		66.67%	Payroll admin fees	£120.00	£80.00	£80.00
£527.09	£650.00		29.70%	Printing costs lease and metered printing)	£650.00	£193.06	£37.74
£73.88	£340.00	REF PAY INC.	37.76%	PENSION	£150.00	£56.64	£56.64
£216.00	£216.00		100.00%	CLERKS ALLOWANCE HEATING/ELEC ETC	£216.00	£216.00	£216.00
			<b>49.68%</b>	<b>TOTAL</b>	<b>£20,695.00</b>	<b>£10,281.24</b>	<b>£37.74</b>
				<b>Grants and Donations</b>			
£2,300.00	£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>S137</b>			
£40.00	£100.00		0.00%	general	£100.00	£0.00	£0.00
£53.00	£200.00		0.00%	Automated Defibrillator	£200.00	£0.00	£0.00
			<b>0.00%</b>	<b>TOTAL</b>	<b>£300.00</b>	<b>£0.00</b>	<b>£0.00</b>
					<b>£73,995.00</b>		

				TOILETS			
	£3,500.00	ref. pay inc			WAGES		
	£270.00	to cover 4 wks hol			HOLIDAY COVER		
	£600.00	estimate			CLEANING PRODUCTS/SUNDRIES		
	£100.00	estimate			ELEC		
	£500.00	estimate			WATER		
	£200.00	suggested			REPAIRS		
TOTAL BUDGET REQ	£79,980.00						

The Finance Committee agreed to suggest that £600 be included in the budget as a separate item for a donation to Norfolk Citizens Advice – which would take the overall budget required total to £80,580.00

#### FOR INFO – TOILET COSTS APRIL – NOV 19

2018/19				NET	VAT	TOTAL
£682.01	78.61%	Toilet cleaning products/ holiday cover	£569.00	£447.28	£50.44	£497.72
£2,843.68	70.01%	Toilet cleaning salary	£2,858.00	£2,000.81		£2,000.81
		TOILET WATER		£240.69		£240.69
		TOILET ELECTRIC		£34.76	£1.74	£36.50
		TOILET REPAIRS/MAINTENANCE		£67.00		£67.00
		TOILET LEGAL		£523.00	£150.00	£673.00
				<b>£3,313.54</b>	<b>£202.18</b>	<b>£3,515.72</b>