

HINGHAM TOWN COUNCIL

Finance Committee Membership

Cllr Amey, Cllr Dunnett, Cllr Eldridge, Cllr Roberts and Cllr Thompson

DRAFT MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE HELD IN THE LINCOLN HALL ON TUESDAY 15 MARCH 2022. THE MEETING COMMENCED AT 7.30pm.

Present

Cllr Eldridge, Chairman

Cllr Amey, Cllr Thompson

Clerk – Alison Doe

There were no members of the public present.

1. Apologies for absence

Apologies for absence were received from Cllr Dunnett, Cllr Roberts and County Cllr Dewsbury.

2. Declarations of interests with regard to items on the agenda and to consider requests for dispensations

There were no declarations of interests with regard to items on the agenda.

3. Public participation

There were no members of the public present, and no issues raised.

4. Accuracy of the Minutes of the Finance Committee meeting of 16 November 2021

The minutes of the Finance Committee meeting of 16 November 2021 were agreed as correct and signed by the Chairman.

5. Matters arising from the minutes of the meeting of 16 November 2021

5.1 Bank Signatories

The Clerk confirmed that all paperwork had been sent to the bank, and that they had written to advise that the signature for P Eldridge did not match the signature on record and a new signature was required. P Eldridge has provided a new signature to confirm “signature has changed over time”, the additional paperwork had been sent to the bank. The Clerk is awaiting confirmation that the mandate change has been agreed.

5.2 Community Car funds held in reserve

The Clerk confirmed that the Community Car Scheme had submitted their invoices for financial years 2019/20 and 2020/21 and that these invoices had been paid, therefore the reserve funds held to make the payment for Community Car Scheme for these 2 financial years can be removed from the reserves figures.

5.3 Fuel Allowance

It was queried as to whether there was a set fuel/milage allowance for the Clerks use of car for Council business. The Chairman advised that this is set nationally and is 45p per mile. The Clerk advised that she doesn't claim the

milage as usually ties in work trips with personal errands (as much as possible) for more efficient use of time.

6. To approve any accounts for payment required for payment within the current financial year

The Clerk advised that she had checked the Neighbourhood Plan consultant time against the fees proposal and that the invoice corresponds with work undertaken.

The Clerk also advised that she had received an invoice from South Norfolk Council for dog waste bin emptying, but the invoice was incorrect as the Town Council was being invoiced for twice weekly emptying, when they had entered into an agreement for once weekly emptying. A new correct invoice has been requested.

The accounts for were agreed (as below) and the cheques were signed.

REF	PAYEE	DETAILS	AMOUNT		VAT
104263	RACHEL LEGGETT	NEIGHBOURHOOD PLAN CONSULATANT FEES £1080.00			
		MILAGE £26.10			
		PLUS REIMBURSEMENTS (TOTAL £341.81- AS BELOW)			
		PRINTING (JOHN E WRIGHT) LEAFLETS £110			
		PRINTING BANNERS POSTERS/DISPLAY BOARDS £192		VAT	£32.00
		PENS £9.99		VAT	£1.67
		LABELS £4.00			
		POST IT NOTES £25.82		VAT	£4.30
		Total for R Leggett	£1,447.91		
104264	EMMA HARRISON	NEIGHBOURHOOD PLAN CONSULTANT FEES	£1,260.00		
104265	LINCOLN SOCIAL CENTRE	HALL BOOKING FOR NEIGHBOURHOOD PLAN	£85.00		
104266	LINCOLN SOCIAL CENTRE	HALL BOOKINGS FOR MEETINGS	£100.00		
104267	NPOWER	STREET LIGHT ENERGY	£675.67	VAT	£112.61
104268	ANGLIAN WATER BUSINESS	TOILETS	£30.21		
		invoices for payment TOTAL	£3,598.79		
		TOTAL VAT	£150.58		

7. To undertake a review of the budget 2021/22

The Clerk provided a spreadsheet of the 2021/22 budget information, showing the agreed budget against figures spent and received (also showing percentage of budget spent received) See Appendix A. The Clerk advised that the figures did not include accounts for payment to be agreed at this meeting and that there was some cemetery income to be added.

The figures were considered and items discussed as necessary.

The Clerk confirmed that the grass cutting budget is set to include a contingency for more cuts required or if an alternative contractor is required. It was queried as to whether the budget figure for grass cutting is reduced by the amount provided by

Norfolk County Council for cutting the highway vision splays. The Clerk advised that it is not specifically, but the NCC grass cutting fee paid is considered in the income received, and therefore in the overall budget requirements.

The budget figure for bus shelters was queried as the Parish Partnership project to refurbish the Market Place bus shelter to be undertaken next year would be more than the budget figure. The Clerk confirmed that she anticipated that reserves would be used to fund the project, and CIL money could be used.

The Clerk advised that there was £21,913.44 CIL money remaining, and South Norfolk Council had enquired as to if there were plans to use it, (SNC can reclaim unspent CIL money after 5 years amount at the 5 year limit is £12,279.13), the Clerk had advised SNC that there were plans to repair the skate park and refurbish the bus shelter, but were likely to incur CIL expenditure. SNC confirmed that they had no plans to reclaim the money if there were projects in the pipeline for it to be used.

Cashbook balances noted (up to 14 March 2022) as:

CURRENT ACCOUNT	£19,734.28
ACCOUNT 2	£213,241.65
ACCOUNT 3	£38,813.00
DORMANT	£186.80
TOTAL AS PER CASHBOOK	£271,975.73

It was queried if funds over £85,000 would qualify for the Government financial protection scheme. The Clerk advised that she would enquire with the bank.

8. To undertake the internal financial check

A random sample of transactions (November 2021 – March 2022) were cross referenced between the cashbook, paying in book, cheque book, minutes, and invoices. No errors were found.

The meeting ended at 8.50pm

APPENDIX A – BUDGET MONITORING

Income (receipts) to mid-March 2022

ITEM	AGREED BUDGET INCOME 2021/22	% OF BUDGET RECEIVED	ACTUAL AMOUNT RECEIVED
Precept	£77,000.00	100.00%	£77,000.00
Interest	£100.00	15.68%	£15.68
Cemetery charges	£3,000.00	138.85%	£4,165.50
HPFA rent	£100.00	100.00%	£100.00
Fee from NCC for grass cutting 2021/22	£3,942.13	101.20%	£3,989.43
CBF INVESTMENT	£30.00	124.00%	£37.20
TOTAL	£84,172.13	101.35%	£85,307.81
	OTHER AD HOC INCOME RECEIVED		
	NORFOLK COUNTY COUNCIL	Grass cutting for 2020/21	£3,942.13
	NORFOLK COUNTY COUNCIL	community car scheme	£180.00
	HMRC	2019/20 VAT RECLAIMED	£9,364.27
	SOUTH NORFOLK COUNCIL	TOILET TAX REFUND	£718.56
	HMRC	2020/21 VAT	£5,471.59
	GROUNDWORKS	GRANT FUNDING FOR NEIGHBOURHOOD PLAN	£7,855.00
	AD HOC TOTAL		£27,531.55
	OVERALL TOTAL RECEIVED		£112,839.36

Payments to 14 March 2022

ITEM	AGREED BUDGET FOR PAYMENTS (EXPENDITURE) 2021/22	% OF BUDGET SPENT (FROM NET)	ACTUAL AMOUNT £'S NET	VAT	ACTUAL TOTAL (NET PLUS VAT)
CONTINGENCY	£5,000.00	3.60%	£179.99	£36.00	£215.99
STAFF COSTS					
HMRC/employer contributions(as per wageslips)	£1,500.00	67.34%	£1,010.04		£1,010.04
pension (@3%)	£800.00	45.03%	£360.24		£360.24
wages caretaking/gardening	£8,600.00	97.13%	£8,353.28		£8,353.28
wages clerk	£14,600.00	94.75%	£13,833.00		£13,833.00
wages toilets	£3,650.00	100.12%	£3,654.56		£3,654.56
ADMINISTRATION					
advertising/publicity	£800.00	0.00%	£0.00		£0.00

allowance chairman	£374.00	100.00%	£374.00		£374.00
allowance clerk	£312.00	100.00%	£312.00		£312.00
audit	£600.00	78.00%	£468.00	£60.00	£528.00
elections	£800.00	0.00%	£0.00		£0.00
hall hire	£450.00	51.11%	£230.00		£230.00
information commission fee	£40.00	100.00%	£40.00		£40.00
insurance	£2,500.00	98.98%	£2,474.48		£2,474.48
payroll admin fees	£120.00	66.67%	£80.00		£80.00
printing (lease/metered)	£500.00	64.34%	£321.69	£64.33	£386.02
stationary/stamps/sundries	£50.00	103.84%	£51.92	£8.56	£60.48
storage hire	£250.00	100.00%	£250.00		£250.00
training and subscriptions	£710.00	137.17%	£973.93		£973.93
website	£35.00	100.00%	£35.00		£35.00
FOOTWAY LIGHTING					
churtyard lights energy	£60.00	100.00%	£60.00		£60.00
energy	£7,000.00	97.19%	£6,803.51	£1,360.71	£8,164.22
maintenance	£2,700.00	88.89%	£2,400.00	£480.00	£2,880.00
repairs	£1,000.00	7.50%	£75.00	£15.00	£90.00
replacements	£3,000.00	0.00%	£0.00		£0.00
TOILETS					
cleaning products/sundries	£400.00	10.59%	£42.35	£6.15	£48.50
electric	£600.00	49.62%	£297.72	£17.89	£315.61
holiday cover	£300.00	40.16%	£120.48		£120.48
other	£360.00	99.80%	£359.28		£359.28
repairs	£300.00	0.00%	£0.00		£0.00
water	£600.00	24.04%	£144.21		£144.21
OPEN SPACES AND AMENITIES					
bus shelters	£2,000.00	0.00%	£0.00		£0.00
cemetery and Fairland WATER standpipes	£200.00	47.17%	£94.34		£94.34
cemetery general maintenance	£100.00	0.00%	£0.00		£0.00
cemetery memorial repairs	£1,000.00	0.00%	£0.00		£0.00
Christmas tree, lights	£300.00	33.33%	£100.00		£100.00
church clock repairs, maintenance	£500.00	0.00%	£0.00		£0.00
churtyard maintenance	£1,000.00	0.00%	£0.00		£0.00
community car scheme	£2,500.00	0.00%	£0.00		£0.00
dog bin emptying	£525.00	0.00%	£0.00		£0.00
grasscutting	£11,000.00	93.55%	£10,290.56	£2,058.11	£12,348.67
maintenance/equipment/hol. cover	£200.00	120.94%	£241.87	£16.07	£257.94

replacement bins (dog/litter/grit)	£200.00	0.00%	£0.00		£0.00
signs	£200.00		£27.96		£27.96
skatepark (RoSPA and maintenance)	£600.00	82.25%	£493.50	£13.70	£507.20
town sign (repairs/refurb)	£0.00	#DIV/0!	£0.00		£0.00
trees/ditched	£3,000.00	0.00%	£0.00		£0.00
GRANTS/DONATIONS					
	£2,000.00	0.00%	£0.00		£0.00
S137					
Citizens Advice	£600.00	100.00%	£600.00		£600.00
defibrillator	£250.00	106.00%	£265.00	£53.00	£318.00
general	£100.00	40.00%	£40.00		£40.00
TOTAL budget for PAYMENTS (expenditure) 2021/22	£84,286.00	65.80%	£55,457.91	£4,189.52	£59,647.43

OTHER PAYMENTS (EXPENDITURE) - NOT PART OF THE BUDGET	NET £'S	VAT	TOTAL (NET PLUS VAT)
CIL			
NONE			
EVENTS			
CRAFT ITEMS FOR CHRISTMAS DECS	£78.17	£15.63	£93.80
RESERVES			
ELECTRICAL TEST FOR INSURANCE CLAIM	£100.00	£20.00	£120.00
COMMUNITY CAR SCHEME 2019/20 AND 2020/21	£3,564.45		£3,564.45
NEIGHBOURHOOD PLAN			
PRINTING	£167.00		£167.00
PLACECHECK	£100.00	£20.00	
PARISH MAG LEAFLET	£20.00		
TOTALS	£4,029.62	£55.63	£4,085.25