

MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE HELD IN THE METHODIST CHURCH HALL ON TUESDAY 20 JULY 2021.

Finance Committee membership:

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

Present

Cllr Dunnett, Cllr Eldridge, Cllr Roberts and Cllr Thompson

Clerk - A Doe. 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

Apologies were received from Cllr Amey.

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

None.

4. Public participation

There were no members of the public present, and no points raised by committee members on behalf of the public.

5. Accuracy of the Minutes of the Finance Committee meeting of 19 November 2019

It was noted that Cllr Eldridge was the only committee member present at the previous meeting, and that a Finance Committee meeting had not been held since November 2019 due to the Covid pandemic. It was agreed that the minutes of that meeting should be signed as correct.

6. Matters arising from the minutes of the meeting of 19 November 2019

None.

7. To receive the Terms of Reference for the Finance Committee

A copy of the Terms of Reference were forwarded to all committee members prior to the meeting.

8. To review Financial Regulations

A copy of the Financial Regulations were forwarded to all Cllrs prior to the meeting. The Clerk advised that these had been reviewed in July 2020 by the Town Council and that NALC had not made further amendments to them since that review. It was agreed that no changes were required to the Financial Regulations.

9. To undertake a review of the budget April – June 2021 (see Appendix A)

The Clerk had prepared a spreadsheets showing amounts received and spent in £'s and also as a percentage of the allocated budget for each item. The Committee discussed the figures provided.

With regard to income, it was noted that the income for the Cemetery was currently quite low as not many interments had taken place.

With regard to expenditure, it was noted that the MS Office software purchased had been allocated under "contingency" and that the overspend on stationary was due to the bulk purchase of printer paper.

10. To discuss and agree the reserve figures (following financial year 2020/21)

The Clerk had updated the figures in the reserves policy for reserves held at the end of the 2020/21 financial year, these figures were considered by the committee.

It was explained that allocating reserves held at the end of the financial year was a way to designate amounts of money for specific purposes, including projects that the Town Council had agreed were necessary, for example replacement/upgrading street lighting, extension of the turning circle at the cemetery and work to the town clock.

It was queried as to whether a reserve figure should be included for legal representation at the Greater Norwich Local Plan public enquiry, the Clerk advised that as the Council had not yet agreed that they were going to employ the services of legal representations a figure should not be included, however the funds marked as contingency could be used for this purpose, (Cllr Thompson requested that an agenda item be included at the next TC meeting to discuss legal representation at the GNLP public enquiry).

It was queried as to whether money could be allocated for Highway improvements, it was noted that £5000 had been included for the (currently annual) Norfolk County Council Parish Partnership scheme as this is the mechanism that allows the Town Council to contribute to small highway schemes and it was likely that a bid would be made by the Town Council in December under the Parish Partnership Scheme.

It was also noted that the Community Car Scheme had failed to submit invoices for some time and therefore the underspent budget allocated to help fund the scheme had been ringfenced within the reserves.

11. To agree additional bank account signatories

Cllr Thompson and Cllr Roberts agreed to become bank signatories. This was agreed, the Clerk will arrange the relevant paperwork.

12. To agree the Accounts for Payment (as listed below)

REF	AMOUNT	PAYEE	DETAILS	VAT
104193	£871.80	staff	WAGES (871.53)	
			bin bags underpaid previous (april) receipt (27p)	
104194	£1,031.86	staff	WAGES	
D DEBIT	£64.66	NEST	PENSION	
104195	£2,474.48	ZURICH MUNICIPAL	INSURANCE	
104196	£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	<i>£40.00</i>
104197	£664.55	E-ON	STREET LIGHT ENERGY	<i>£110.76</i>
104198	£82.20	PLAYSAFETY LIMITED	SKATE PARK INSPECTION	<i>£13.70</i>
D DEBIT	£74.41	NORFOLK COPIERS	PRINTER LEASE	<i>£12.40</i>
104199	£30.00	HINGHAM METHODIST CHURCH	HALL HIRE	
104200	£41.34	EDF ENERGY	TOILETS	<i>£1.97</i>
104201	£ 90.00	R LEGGETT	Neighbourhood plan meeting/training	
	£5,665.30	TOTAL	TOTAL VAT	£178.83

13. To undertake the internal financial check April – June 2021

Cash Book Balances End Jun 2021 noted as

account 1	account 2	account 3	dormant account	cash book total balance
£54,366.25	£170,615.02	£38,811.06	£186.80	£263,979.13

April - June 2021 RECEIPTS £52,787.64

April – June 2021 PAYMENTS £11,936.90

A random sample of transactions were cross referenced between the cashbook, cheque book, minutes, and invoices. The Clerk confirmed that no cheques or cash had been paid into the bank account therefore there were no entries in the paying in book. No errors were found.

The meeting ended at 9.15pm

SIGNED..... Chairman 16.11.2021

BUDGET MONITORING – APR – JUN 2021

MONEY IN :

<i>% OF BUDGET RECEIVED</i>	<i>ACTUAL AMOUNT £'S RECEIVED</i>	<i>AGREED BUDGET 2021/22 INCOME</i>	<i>ITEM</i>
50.00%	£38,500.00	£77,000.00	Precept
4.61%	£4.61	£100.00	Interest
26.25%	£787.50	£3,000.00	Cemetery charges
0.00%	£0.00	£100.00	HPFA rent
0.00%	£0.00	£3,942.13	Fee from NCC for grasscutting
30.43%	£9.13	£30.00	CBF INVESTMENT 132001129S
46.69%	£39,301.24	£84,172.13	TOTAL
OTHER AD HOC INCOME RECEIVED	ACTUAL AMOUNT £'S RECEIVED	RECEIVED FROM	ITEM
	£3,942.13	NCC	Grass cutting for 2020/21
	£180.00	NCC	community car
	£9,364.27	HMRC	2019/20 VAT
	£13,486.40	AD HOC TOTAL	
	£52,787.64	OVERALL TOTAL RECEIVED	

MONEY OUT

% OF BUDGET SPENT (FROM NET)	ACTUAL TOTAL	ACTUAL VAT	ACTUAL NET	AGREED BUDGET 2021/22 EXPENDITURE	
2.00%	£119.99	£20.00	£99.99	£5,000.00	CONTINGENCY
					STAFF COSTS
11.08%	£166.26		£166.26	£1,500.00	hmrc/employer contributions(as per wageslips)
11.26%	£90.06		£90.06	£800.00	pension (@3%)
24.28%	£2,088.32		£2,088.32	£8,600.00	wages caretaking/gardening
23.69%	£3,458.25		£3,458.25	£14,600.00	wages clerk
25.03%	£913.64		£913.64	£3,650.00	wages toilets
					ADMINISTRATION
0.00%	£0.00		£0.00	£800.00	advertising/publicity
100.00%	£374.00		£374.00	£374.00	allowance chairman
100.00%	£312.00		£312.00	£312.00	allowance clerk
28.00%	£168.00		£168.00	£600.00	audit
0.00%	£0.00		£0.00	£800.00	elections
0.00%	£0.00		£0.00	£450.00	hall hire
0.00%	£0.00		£0.00	£40.00	information commission fee
0.00%	£0.00		£0.00	£2,500.00	insurance
66.67%	£80.00		£80.00	£120.00	payroll admin fees
23.26%	£139.53	£23.25	£116.28	£500.00	printing (lease/metered)
103.84%	£60.48	£8.56	£51.92	£50.00	stationary/stamps/sundries
0.00%	£0.00		£0.00	£250.00	storage hire
57.45%	£407.93		£407.93	£710.00	training and subscriptions
100.00%	£35.00		£35.00	£35.00	website
					FOOTWAY LIGHTING
0.00%	£0.00		£0.00	£60.00	churchyard lights energy
23.51%	£1,974.58	£329.10	£1,645.48	£7,000.00	energy
22.22%	£720.00	£120.00	£600.00	£2,700.00	maintenance
0.00%	£0.00		£0.00	£1,000.00	repairs
0.00%	£0.00		£0.00	£3,000.00	replacements
					TOILETS
2.90%	£11.60		£11.60	£400.00	cleaning products/sundries
22.22%	£140.00	£6.67	£133.33	£600.00	electric
23.43%	£70.28		£70.28	£300.00	holiday cover
99.80%	£359.28		£359.28	£360.00	other
0.00%	£0.00		£0.00	£300.00	repairs
0.00%	£0.00		£0.00	£600.00	water
					OPEN SPACES AND AMENITIES
0.00%	£0.00		£0.00	£11,000.00	bus shelters
1.15%	£34.59		£34.59	£3,000.00	cemetery and fairland standpipes

0.00%	£0.00		£0.00	£200.00	cemetery general maintenance
0.00%	£0.00		£0.00	£1,000.00	cemetery memorial repairs
0.00%	£0.00		£0.00	£100.00	christmas tree, lights
0.00%	£0.00		£0.00	£1,000.00	church clock repairs, maintenance
0.00%	£0.00		£0.00	£600.00	churchyard maintenance
0.00%	£0.00		£0.00	£200.00	community car scheme
0.00%	£0.00		£0.00	£500.00	dog bin emptying
0.00%	£0.00		£0.00	£2,000.00	grasscutting
3.32%	£91.37	£8.32	£83.05	£2,500.00	maintenance/equipment/hol.cover
0.00%	£0.00		£0.00	£300.00	replacement bins (dog/litter/grit)
	£0.00		£0.00	£0.00	signs
0.00%	£0.00		£0.00	£200.00	skatepark (Rospa and maintenance)
0.00%	£0.00		£0.00	£525.00	town sign (repairs/refurb)
0.00%	£0.00		£0.00	£200.00	trees/ditched
					GRANTS/DONATIONS
0.00%	£0.00		£0.00	£2,000.00	
					S137
0.00%	£0.00		£0.00	£600.00	Citizens Advice
0.00%	£0.00		£0.00	£250.00	defibrillator
0.00%	£0.00		£0.00	£100.00	general
13.41%	£11,815.16	£515.90	£11,133.00	£84,286.00	TOTAL (budget for expenditure 2021/22)