

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 21 MARCH 2023. THE MEETING COMMENCED AT 7.30pm.

Present

Cllr Eldridge, Chairperson

Cllr Amey, Cllr Dunnett, Cllr Roberts and Cllr Thompson

Clerk, Alison Doe

1. Apologies for absence

None received.

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 and no points were raised.

4. Accuracy of the Minutes of the Finance Committee meeting of 15 November 2022

The minutes were agreed as correct and signed by the Chairman.

5. Matters arising from the minutes of the meeting of 15 November 2022

The Clerk confirmed that the forms for the new bank account were complete, but required signatures. A certified copy of the Standing Orders and Financial Regulations is required.

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

The following accounts for payment were approved and the cheques were signed:

REF	PAYEE	DETAILS	AMOUNT	VAT
392	LINCOLN SOCIAL CENTRE	HALL HIRE	£100.00	
393	ANGLIAN WATER BUSINESS	TOILETS	£466.39	
394	ANGLIAN WATER BUSINESS	CEMETERY	£15.16	
		TOTAL FOR ALL PAYMENTS (TO DATE)	£581.55	
		TOTAL VAT	£0.00	
				£0.00

7. Proposal to seek quotations for insurance cover (current agreement expires 01 Sept 2023), and discuss/agree any other actions regarding insurance

Cllr Roberts volunteered to review the current insurance policy, it was agreed to seek quotations for a new policy to commence in September 2023.

8. To undertake a review of the budget 2022/23 (see Appendix A for full budget monitoring figures)

The Clerk had produced a budget spreadsheet for the meeting showing all payments made and money received (to date) in figures and percentage against the agreed budget figure for the year. The Clerk explained that there would be additional interest to be added and she was expecting some cemetery income.

The Committee analysed the budget figures line by line noting where the figure was significantly over or below the agreed budget figure.

Notable examples included:

- A greater than expected income from the cemetery, the clerk explained that there had been interments of non-residents for which a higher fee is payable.
- A greater than expected income from interest, due to an increase in interest rates.
- A greater than expected expenditure on metered printing, sundries and stamps, the Clerk advised that the budget had been set following a year when meetings were held via Zoom when less printing was undertaken, this and the additional printing having been done for the Neighbourhood Plan had increased costs and paper use, the Clerk also advised she was ensuring the costs of stamps were reclaimed (more so than in previous years)
- A greater than expected expenditure on the electricity, water and sundries for the toilets. The Clerk explained that the cost of utilities (especially electricity) had increased, as had the cost of toilet paper and other cleaning products. (It was noted that a new electricity contract was due to start and the 2023/24 budget figure reflects the quoted costs).
- A greater than expected expenditure on street lighting repairs and replacements, the Clerk explained that these were ad hoc repairs and replacements required due to failure of the aging lighting stock.

It was noted that some budget items had no expenditure against them and that most of these would have an expected budget of £ZERO in the 2023/24 budget, as the Council had agreed that reserves would be used for ad hoc work. It was also noted that reserves would be used to pay for known projects such as the skate park repairs (to be paid with CIL), bus shelter renovations, clock repairs, replacement street lighting and the village gates parish partnership scheme project.

It was noted that the balances to date were as follows

ACCOUNT

1	£26,941.00
2	£218,864.42
3	£38,850.50
4 (dormant account)	£186.80
Total	£284,842.72

9. To undertake the internal financial check

The financial check was undertaken for months December 2022 to March 2023, cross referencing the minutes, cashbook, invoices, bank statements and paying in book.

All income transactions were checked and a random sample of payment transactions were checked. No accounting errors were found.

The meeting ended at 8.30pm

DRAFT

Appendix A – Budget Monitoring

Receipts

Item	AGREED BUDGET 22/23	TOTAL RECEIPTS TO DATE (21 March 2023)	TOTAL AS PERCENTAGE OF BUDGET FIGURE
Precept	£77,000.00	£77,000.00	100.00%
Interest	£20.00	£237.86	1189.30%
Cemetery charges	£3,500.00	£6,245.78	178.45%
HPFA rent	£100.00	£100.00	100.00%
Fee from NCC for grass cutting	£3,989.43	£4,368.43	109.50%
Investment fund	£30.00	£38.30	127.67%
Total	£84,639.43	£87,990.37	103.96%

AD HOC RECEIPTS NOT IN BUDGET	
SNC NP GRANT	£4,500.00
GROUNDWORKS NP GRANT	£10,000.00
SNC JUBILEE GRANT	£300.00
NCC COMMUNITY CAR CONTRIBUTION	£180.00
ZURICH INSURANCE PAYMENT/TOILETS	£2,210.00
CIL	£4,180.57
VAT RECLAIM	£4,395.73
TOTAL OF AD HOC RECEIPTS	£25,766.30

OVERALL TOTAL FOR RECEIPTS £113,756.67

Payments

ITEM	AGREED BUDGET 2022/23	NET TOTAL PAYMENTS TO DATE	VAT	TOTAL PAYMENTS to date	TOTAL AS PERCENTAGE OF BUDGET FIGURE
CONTINGENCY	£3,000.00	£160.88	<i>£32.18</i>	£193.06	6.44%
STAFF COSTS					
HMRC/employer contributions	£1,200.00	£1,439.08		£1,439.08	119.92%
pension (@3%)	£830.00	£412.00		£412.00	49.64%
wages caretaking/gardening	£8,825.00	£9,553.92		£9,553.92	108.26%
wages clerk	£15,100.00	£15,917.25		£15,917.25	105.41%
wages toilets	£3,750.00	£4,179.84		£4,179.84	111.46%
ADMINISTRATION					
advertising/publicity	£800.00	£0.00		£0.00	0.00%
allowance chairman	£374.00	£374.00		£374.00	100.00%
allowance clerk WORK AT HOME	£312.00	£312.00		£312.00	100.00%
audit	£600.00	£595.50	<i>£80.00</i>	£675.50	112.58%
elections	£800.00	£0.00		£0.00	0.00%
hall hire	£450.00	£425.00		£425.00	94.44%
information commission fee	£40.00	£40.00		£40.00	100.00%
insurance	£2,500.00	£2,521.35		£2,521.35	100.85%
payroll admin fees	£120.00	£96.00		£96.00	80.00%
printing (lease/metered)	£500.00	£512.26	<i>£102.47</i>	£614.73	122.95%
stationary/stamps/sundries	£50.00	£272.03	<i>£21.74</i>	£293.77	587.54%
storage hire	£250.00	£250.00		£250.00	100.00%
training and subscriptions	£710.00	£607.17		£607.17	85.52%
website	£35.00	£35.00		£35.00	100.00%
FOOTWAY LIGHTING					
churchyard lights energy	£60.00	£60.00		£60.00	100.00%
energy	£7,500.00	£6,313.74	<i>£1,262.73</i>	£7,576.47	101.02%
maintenance	£2,700.00	£2,400.00	<i>£480.00</i>	£2,880.00	106.67%
repairs	£1,000.00	£1,460.00	<i>£292.00</i>	£1,752.00	175.20%
replacements (unplanned)	£3,000.00	£4,985.00	<i>£997.00</i>	£5,982.00	199.40%
TOILETS					
cleaning products/sundries	£400.00	£610.58	<i>£111.04</i>	£721.62	180.41%
electric	£500.00	£983.24	<i>£51.73</i>	£1,034.97	206.99%
holiday cover	£300.00	£347.74		£347.74	115.91%
repairs/other	£300.00	£0.00		£0.00	0.00%
water	£600.00	£899.21		£899.21	149.87%
OPEN SPACES AND AMENITIES					
bus shelters	£2,000.00	£0.00		£0.00	0.00%
cemetery & Fairland standpipes	£150.00	£69.79		£69.79	46.53%
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	£120.00		£120.00	40.00%
church clock	£600.00	£0.00		£0.00	0.00%
churchyard maintenance	£1,000.00	£0.00		£0.00	0.00%
community car scheme	£2,500.00	£0.00		£0.00	0.00%
dog waste bin emptying	£575.00	£0.00		£0.00	0.00%
grass cutting	£13,000.00	£10,702.24	£2,140.44	£12,842.68	98.79%
maintenance/equipment and holiday cover	£200.00	£202.10	£7.46	£209.56	104.78%
replacement bins (dog/litter/grit)	£200.00	£0.00		£0.00	0.00%
signs	£100.00	£12.00		£12.00	12.00%
skatepark (RoSPA & maintenance)	£600.00	£70.00	£14.00	£84.00	14.00%
town sign (repairs/refurb)	£0.00	£0.00		£0.00	0.00%
trees/ditches/planting	£3,000.00	£385.00	£77.00	£462.00	15.40%
GRANTS/DONATIONS					
General	£2,000.00	£1,632.00		£1,632.00	81.60%
Citizens Advice	£600.00	£600.00		£600.00	
S137					
defibrillator	£250.00	£43.00	£8.60	£51.60	20.64%
general	£100.00	£40.00		£40.00	40.00%
TOTALS					
	£84,881.00	£69,638.92	£5,678.39	£75,317.31	88.73%

OTHER PAYMENTS NOT IN BUDGET

ITEM	NET TOTAL PAYMENTS	VAT	TOTAL PAYMENTS
CIL			
	£0.00		£0.00
RESERVES			
REPAIR FIRE DAMAGE TO TOILETS /INSURANCE CLAIM	£2,370.00	£474.00	£2,844.00
2021/22 community car contribution	£3,258.00		£3,258.00
CHURCH CLOCK REPAIR	£2,443.20	£610.80	£3,054.00
2021.22 DOG WASTE BIN EMPTYING	£520.80	£104.16	£624.96
NEIGHBOURHOOD PLAN			
CONCONSULTANT FEES AND REIMBUSRESMENT	£8,441.07	£9.02	£8,450.09
PARISH ONLINE	£140.00	£28.00	£168.00
RETURN GRANT UNDERSPEND	£3,458.08		£3,458.08
ROOM HIRE	£200.00		£200.00
EVENTS			
CUPS AND TEABAGS	£76.17	£13.72	£89.89
CHRISTMAS TREE DECORATION MATERIALS	£111.28	£22.25	£133.53
OTHER			
SNC GRANT PASSED ON TO HPFA/JUBILEE	£300.00		£300.00
TOTALS	£21,318.60	£1,261.95	£22,580.55