

**DRAFT MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE
HELD IN THE LINCOLN HALL ON TUESDAY 19 MARCH 2024.
THE MEETING COMMENCED AT 7.30pm.**

Present
Cllr Roberts, Chair
Cllr Thompson, Cllr Dunnett
Clerk, Alison Doe

There were no members of the public present.

1. Apologies for absence

Apologies for absence were received from Cllr Amey and Cllr Eldridge.

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

There were no declarations of interest made.

3. Public participation

There were no members of the public present and no points raised from Cllrs.

4. Accuracy of the Minutes of the Finance Committee meeting of 21 November 2023

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

5. Matters arising from the minutes of the meeting of 21 November 2023

There were no matters arising from the minutes of the meeting of 21 November 2023.

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

The following accounts for payment were approved, and cheques were signed.

REF	PAYEE	DETAILS	AMOUNT	VAT
D	SSE	STREET LIGHT ENERGY (DD DUE 28/03/24)	£1,085.99	£53.85
532	ANGLIAN WATER BUSINESS	CEMETERY STANDPIPE	£19.10	
533	ANGLIAN WATER BUSINESS	TOILETS	£291.07	
534	THE COMMUNITY HEARTBEAT TRUST	DEFIB ELECTRODES/LIGHT	£80.34	£13.39
		TOTAL FOR ALL PAYMENTS	£1,476.50	
		TOTAL VAT	£67.24	

7. To receive the grant offer from South Norfolk Council for Pride in Place funding for a land feasibility study (community uses including car parking)

The grant funding letter has been sent to Cllrs prior to the meeting.

- a) to consider/agree acceptance of the funding package, and

- b) agreement in principle that the Town Council would part fund the project if Pride In Place funding was not sufficient to cover feasibility study work undertaken (projected funding by the Town Council based on the feasibility study quotation, £5000)

NOTE – the funding offer letter was received from South Norfolk Council on 14 March 2024, the acceptance of the offer MUST be returned to South Norfolk Council by 26 March 2024 with a risk register.

As per advice from South Norfolk Council, the application for grant funding was submitted on the basis that Hingham Town Council would part fund the project if the full scope of the feasibility study was required.

Quotation (full scope of the feasibility study) £24,750

Funding applied for and granted £19,750

Funding from Hingham Town Council £5000

Noting that the acceptance of the funding offer was required before the next Town Council meeting, The Committee agreed to accept the terms of the grant offer, noting the dates for reporting back to South Norfolk Council on the progress of the project.

The Committee also agreed in principle, that if required the Town Council should provide part funding for the feasibility study (£5000). It was agreed that this should be placed on the agenda for the Town Council meeting of 02 April 2024, for full agreement by the Council.

The Clerk confirmed that she would complete the required risk register, and return this and the signed agreement form before the deadline of 26 March 2024.

8. To undertake a review of the budget 2023/24

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.

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 an interment of a non-resident for which a higher fee is payable.
- A greater than expected income from interest, due to continued high interest rates.
- Ad hoc receipts not within the budget were also noted, these included grant funding for the Neighbourhood Plan, Parish Partnership funding from Norfolk County Council for the village gates, and the passing over of charity funds from the closing down of the Hingham Society.
- A greater than expected expenditure on water for the toilets (estimated billing needs to be checked).
- A greater than expected expenditure on website costs, as Norfolk ALC increased the cost for 23/24 after the Town Council budget had been set and agreed.
- 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 have been used to pay for projects such as the skate park repairs (to be paid with CIL), bus shelter renovations, clock repairs, replacement street lighting, grant funding to organisations and the village gates parish partnership scheme project.

It was noted that the balances to date were as follows:

ACC 1 £11,338.43
ACC 2 £80,338.91
ACC 3 £39,220.37
ACC 4 £85,000.00
TOTAL £215,897.71

Total receipts (to date) £107,009.90

Total payments £175,903.13

Note, £650 grant funding was not required by Hingham Playing Field Association, therefore the payment was not banked, and funds added back into the cash book by means of a minus figure payment.

9. To undertake the internal financial check

the financial check was undertaken for months November 2023 to March 2024, 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 8.20pm

APPENDIX A - BUDGET MONITORING

RECEIPTS

(note these are to date for banks statements available at the time of the meeting)

ITEM	AGREED BUDGET FOR 23.24 - AGREED BY HTC ON 03 JANUARY 2023	TOTAL ACTUAL RECEIPTS	% OF BUDGET
Precept	£77,000.00	£77,000.00	100.00%
Interest	£400.00	£1,199.20	299.80%
Cemetery charges	£4,000.00	£5,160.00	129.00%
HPFA rent	£100.00	£100.00	100.00%
Fee from NCC for grass cutting	£4,368.43	£4,863.32	111.33%
Investment fund	£40.00	£28.62	71.55%
NCC COMMUNITY CAR CONTRIBUTION. ADD BACK IN FOR 23/24	£180.00	£180.00	100.00%
TOTAL	£86,088.43	£88,531.14	102.84%
ALLOCATION OF RESERVES FOR BALANCED BUDGET	£76.97		
BUDGET 2023/24	£86,165.40		

ADHOC RECEIPTS NOT IN BUDGET	
SSE TOILET ELECTRIC CREDIT	£482.48
GROUNDWORKS NP GRANT	£4,836.00
HINGHAM SOCIETY CLOSED CHARITY FUND	£4,337.81
PARISH PARTNERSHIP NCC /BUS SHELTER	£5,525.00
CIL	£2,647.47
ADHOC TOTAL	£17,828.76

OVERALL TOTAL RECEIPTS £106,359.90

TO NOTE:

£650.00 FUNDS ADDED BACK TO CASHBOOK FROM UNUSED GRANT HPFA

PAYMENTS

ITEM	AGREED BUDGET FOR 23.24 - AGREED BY HTC ON 03 JANUARY 2023	ACTUAL TOTAL PAYMENTS EXCLUDING VAT	VAT	ACTUAL TOTAL PAYMENTS INC VAT	TOTAL PAYMENTS INC VAT AS PERCENTAGE
CONTINGENCY	£3,000.00	£546.82	£108.76	£655.58	21.85%
STAFF COSTS					
hmrc/employer contributions	£4,319.40	£1,838.04		£1,838.04	42.55%
pension (@3%)	£940.00	£443.05		£443.05	47.13%
wages caretaking/gardening	£10,000.00	£10,274.08		£10,274.08	102.74%
wages clerk	£17,000.00	£17,540.00		£17,540.00	103.18%
wages toilets	£4,300.00	£4,494.91		£4,494.91	104.53%
ADMINISTRATION					
advertising/publicity	£0.00	£0.00		£0.00	N/A
allowance chairman	£374.00	£374.00		£374.00	100.00%
allowance clerk WORK AT HOME	£312.00	£312.00		£312.00	100.00%
audit	£750.00	£636.00	£84.00	£720.00	96.00%
elections	£0.00	£0.00		£0.00	N/A
hall hire	£450.00	£450.00		£450.00	100.00%
information commission fee	£40.00	£40.00		£40.00	100.00%
insurance	£3,000.00	£2,178.46		£2,178.46	72.62%
payroll admin fees	£100.00	£108.00		£108.00	108.00%
printing (lease/metered)	£550.00	£453.08	£90.61	£543.69	98.85%
stationary/stamps/sundries	£150.00	£102.45	£15.72	£118.17	78.78%
storage hire	£250.00	£250.00		£250.00	100.00%
training and subscriptions	£1,200.00	£692.20		£692.20	57.68%
website	£35.00	£70.00		£70.00	200.00%
FOOTWAY LIGHTING					

churtyard lights energy	£60.00	£60.00		£60.00	100.00%
energy	£14,000.00	£12,731.64	£1,827.42	£14,559.06	103.99%
maintenance	£3,500.00	£1,875.00	£375.00	£2,250.00	64.29%
repairs/USE RESERVES	£0.00	£0.00		£0.00	N/A
replacements (unplanned) USE RESERVES	£0.00	£0.00		£0.00	N/A
TOILETS					
cleaning products/sundries	£600.00	£390.30	£66.72	£457.02	76.17%
electric	£1,600.00	£1,097.92	£54.88	£1,152.80	72.05%
holiday cover	£330.00	£78.47		£78.47	23.78%
repairs/other	£300.00	£0.00		£0.00	0.00%
water	£600.00	£988.78		£988.78	164.80%
OPEN SPACES AND AMENITIES					
bus shelters	£0.00	£17.59		£17.59	0.00%
cemetery & Fairland standpipes	£150.00	£112.59		£112.59	75.06%
cemetery general maintenance	£100.00	£0.00		£0.00	0.00%
cemetery memorial repairs	£0.00	£0.00		£0.00	N/A
Christmas tree, lights	£300.00	£241.67	£48.33	£290.00	96.67%
church clock	£0.00	£0.00		£0.00	N/A
churtyard maintenance	£0.00	£0.00		£0.00	N/A
community car scheme	£3,000.00	£2,222.00		£2,222.00	74.07%
defibrillator	£320.00	£66.95	£13.39	£80.34	25.11%
dog waste bin emptying	£575.00	£584.50	£116.90	£701.40	121.98%
grass cutting	£12,000.00	£11,909.84	£2,382.00	£14,291.84	119.10%
maintenance/equipment and holiday cover	£250.00	87.65	£7.28	94.93	37.97%
replacement bins (dog/litter/grit)	£0.00	£0.00		£0.00	N/A
signs	£60.00	£0.00		£0.00	0.00%
skatepark (Rospa & maintenance)	£600.00	£500.00	£15.00	£515.00	85.83%
town sign (repairs/refurb)	£0.00	£0.00		£0.00	N/A

trees/ditches/plantingUSE RESERVES. Tree survey	£400.00	£405.00	£81.00	£486.00	121.50%
GRANTS/DONATIONS					
General USE RESERVES	£0.00	£0.00		£0.00	N
Citizens Advice	£600.00	£600.00		£600.00	100.00%
S137					
general	£50.00	£40.00		£40.00	80.00%
TOTAL AGREED BUDGET	£86,165.40	£74,795.40	£5,287.01	£80,082.41	92.94%

ADHOC PAYMENTS NOT IN BUDGET	EX VAT	VAT	TOTAL INC VAT
NEIGHBOURHOOD PLAN			
CONSULTANTS FEES/EXPENSES	£9,997.55		£9,997.55
ROOM HIRE	£250.00		£250.00
RETURNED GRANT	£1,237.61		£1,237.61
PRINTING	£423.30	£84.66	£507.96
PARISH ONLINE	£140.00	£28.00	£168.00
CIL			
SKATE PARK RESURFACE	£11,848.00	£2,369.60	£14,217.60
EVENTS			
CHRISTMAS TREE DECORATION CRAFT	£93.87	£18.78	£112.65
UNBUDGETED REPAIRS/MAINTENANCE USING RESERVES			
LIGHTING REPLACEMENTS AND REPAIRS	£16,336.88	£3,267.38	£19,604.26
TREE WORK	£7,890.00		£7,890.00
TOWN CLOCK REPAIRS/MAINTENANCE	£2,745.00	£549.00	£3,294.00
GRANTS/DONATIONS			
KINGS CORONATION	£1,536.00		£1,536.00
BROWNIES	£200.00		£200.00
C/CUPBOARD	£973.60		£973.60
HPFA	£0.00		£0.00
OTHER			
DOG WASTE BIN EMPTYIND 22.23	£520.80	£104.16	£624.96
COMMUNITY CAR SCHEME CONTRIBUTION 22.23	£2,982.75		£2,982.75
PARISH PARTNERSHIP VILLAGE GATES	£19,444.00		£19,444.00
BUS SHELTER RENOVATIONS	£11,050.00	£2,210.00	£13,260.00
	EX VAT	VAT	TOTAL INC VAT
ADHOC TOTALS	£87,669.36	£8,631.58	£96,300.94
OVERALL TOTALS	£162,464.76	£13,918.59	£176,383.35