Minutes of the Finance Committee starting at 10:00 am on Wednesday, 22nd July 2026 at Buxford Hall, Great Chart Playing Fields

Present: Cllrs Darvill, P Barker, McClintock and Wiffen

Aniko Szocs (Clerk)

Meeting started at 10:10 am

1. **Apologies**
   Apologies from Cllr Tate were received and approved.

Proposed: Cllr Wiffen	**Seconded:** Cllr P Barker	**Vote for:** 4
Vote against: 0	**Vote abstain:** 0	**Motion:** Carried

2. **Declarations of Interest**

   2.1. Disclosable Pecuniary Interest – None

   2.2. Other Significant Interests –None

   2.3. Other Interests – None

3. **Minutes of the Previous Meeting**
   The minutes of the meeting held on 17th June 2026 were duly approved as a true record.

Proposed: Cllr P Barker	**Seconded:** Cllr Darvill	**Vote for:** 4
Vote against: 0	**Vote abstain:** 0	**Motion:** Carried

4. **Grant Application**
   None to consider.

5. **Finance**

5.1. Budget allocation vs. spending

The Committee received and noted the budget allocation versus spending report. It was noted that a small number of transactions had been allocated to incorrect budget codes and would be reallocated to the appropriate budget lines. No further concerns were raised. The report is attached to the minutes as Appendices 1 and 2.

5.2. Mini audit

The following records have been inspected as part of the Mini audit.

Payment to	Payment method/ date	Record	Amount	Comment
PMVA Training	15/05/26 – BACS	☒	£1,440	
Lister Wilder	17/04/26 – BACS	☒	£63.41	
East Kent Media Group	17/04/26 – BACS	☒	£798	
University of Birmingham	17/04/26 - BACS	☒	£1,165	

Longacre	14/04/26 - CC	☒	£51.87	
Temu	13/04/26- CC	☒	£39.57	

6. Date and Venue of next meeting
The next Finance Committee meeting will be held on Wednesday, 19th August 2026 starting at 10:00 am at Great Chart Playing Fields, Buxford Pavilion.

The meeting closed at 11:15

Signed by:

Chair ______________________________ Date: ______________________

Appendix 1

Great Chart with Singleton Parish Council

Based on Detailed Income & Expenditure by Budget Heading to 30 June 2026

Purpose: This traffic light summary highlights budget headings that are over budget, heavily used, within budget, or showing no spend at this point in the financial year.

Traffic light key

Status	Trigger used	Finance meeting use
RED	Over budget, or expenditure recorded against a nil budget	Requires explanation and may need virement, reallocation or coding correction.
AMBER	50% to 100% of annual budget spent by 30 June	Monitor and confirm whether spend is annual, one-off, committed or expected to continue.
GREEN	Less than 50% spent and within budget	No immediate exception identified.
BLUE	No spend recorded to date	Check whether work/invoices are expected later in the year.

Summary of budget headings by status

RED	AMBER	GREEN	BLUE	Total headings reviewed
5	9	17	14	45

Items requiring explanation / action

Cost centre	Code	Budget heading	Actual	Budget	% spent	Why flagged
Administration	4200	**Photocopier & Printer**	£2,914	£600	485.6%	Over budget; explanation, virement or coding correction may be required.
Maintenance	4500	**Repairs/Maintenance**	£3,069	£2,000	153.5%	Over budget; explanation, virement or coding correction may be required.
Projects	3500	**Flora the Singleton Giant**	£1,600	£0	n/a	Expenditure recorded against a nil budget; requires coding/budget explanation.
Projects	4645	**Allotments**	£7,927	£1,000	792.7%	Over budget; explanation, virement or coding correction may be required.
Projects	4780	**Singleton Village Hall (Projects)**	£6,000	£0	n/a	Expenditure recorded against a nil budget; requires coding/budget explanation.

Items to monitor

Cost centre	Code	Budget heading	Actual	Budget	% spent	Why flagged
Administration	4080	**Training**	£5,530	£8,000	69.1%	High use of annual budget by 30 June; check if annual/one-off or

						further spend expected.
Administration	4090	**Chairman's Allowance**	£800	£800	**100.0%**	High use of annual budget by 30 June; check if annual/one-off or further spend expected.
Administration	4120	**Audit Fees**	£896	£1,600	**56.0%**	High use of annual budget by 30 June; check if annual/one-off or further spend expected.
Administration	4140	**Subscriptions & Memberships**	£2,668	£3,500	**76.2%**	High use of annual budget by 30 June; check if annual/one-off or further spend expected.
Administration	4150	**Insurance**	£9,674	£10,000	**96.7%**	High use of annual budget by 30 June; check if annual/one-off or further spend expected.
Administration	4280	**Event**	£7,139	£8,000	**89.2%**	High use of annual budget by 30 June; check if annual/one-off or further spend expected.
Projects	4620	**Great Chart Village Hall**	£6,000	£6,000	**100.0%**	High use of annual budget by 30 June; check if annual/one-off or further spend expected.
Projects	4700	**PFA**	£6,000	£6,000	**100.0%**	High use of annual budget by 30 June; check if annual/one-off or further spend expected.
Projects	4750	**Singleton Environment Centre**	£18,000	£18,000	**100.0%**	High use of annual budget by 30 June; check if annual/one-off or further spend expected.

Full budget traffic light matrix

The full matrix below includes all expenditure budget headings in the report so Members can see both exceptions and headings that appear on track or not yet active.

Administration

Status	Code	Budget heading	Actual	Budget	Variance	% spent
BLUE	3500	**Flora the Singleton Giant**	£0	£1,600	£1,600	0.0%
GREEN	4000	**Staff Salary**	£51,628	£192,951	£141,323	26.8%
GREEN	4010	**PAYE & NI**	£18,160	£57,600	£39,440	31.5%
GREEN	4030	**Pension**	£15,064	£42,000	£26,936	35.9%
GREEN	4070	**Travel Expense**	£182	£800	£618	22.8%
AMBER	4080	**Training**	£5,530	£8,000	£2,470	69.1%
AMBER	4090	**Chairman's Allowance**	£800	£800	£0	100.0%
BLUE	4100	**Parish Allowance**	£0	£2,420	£2,420	0.0%
GREEN	4110	**Bank Charges**	£56	£250	£194	22.4%
AMBER	4120	**Audit Fees**	£896	£1,600	£704	56.0%
BLUE	4130	**Professional Fees**	£0	£3,674	£3,674	0.0%
AMBER	4140	**Subscriptions & Memberships**	£2,668	£3,500	£832	76.2%
AMBER	4150	**Insurance**	£9,674	£10,000	£326	96.7%

GREEN	4170	**Office Supplies & Admin**	£471	£2,000	£1,529	23.5%
GREEN	4180	**Telephone & Broadband**	£240	£1,800	£1,560	13.3%
BLUE	4190	**Office Rent**	£0	£1	£1	0.0%
RED	4200	**Photocopier & Printer**	£2,914	£600	£-2,314	485.6%
GREEN	4210	**ICT**	£1,481	£7,000	£5,519	21.2%
GREEN	4220	**Venue Hire**	£235	£700	£465	33.6%
BLUE	4230	**Website**	£0	£300	£300	0.0%
GREEN	4240	**Parish Grants**	£16,250	£39,607	£23,357	41.0%
GREEN	4260	**Community Engagement**	£1,815	£12,000	£10,185	15.1%
AMBER	4280	**Event**	£7,139	£8,000	£861	89.2%

Caretaker

Status	Code	Budget heading	Actual	Budget	Variance	% spent
GREEN	4400	**Vehicle Running Cost**	£731	£2,817	£2,086	25.9%
GREEN	4410	**Vehicle Fuel**	£447	£2,426	£1,979	18.4%
BLUE	4420	**Equipment**	£0	£8,162	£8,162	0.0%

Maintenance

Status	Code	Budget heading	Actual	Budget	Variance	% spent
RED	4500	**Repairs/Maintenance**	£3,069	£2,000	£-1,069	153.5%
GREEN	4520	**Play Park Maint. (all)**	£465	£25,000	£24,535	1.9%
BLUE	4530	**Play Park Equipment Replacement**	£0	£15,000	£15,000	0.0%
GREEN	4550	**Great Chart Churchyard maintenance**	£1,080	£8,396	£7,316	12.9%
BLUE	4560	**Defibrillator Kit Maintenance**	£0	£500	£500	0.0%
BLUE	4590	**Parish Highways Issues**	£0	£2,727	£2,727	0.0%
BLUE	4780	**Singleton Village Hall (Maintenance)**	£0	£6,000	£6,000	0.0%
BLUE	4800	**War Memorial**	£0	£750	£750	0.0%

Projects

Status	Code	Budget heading	Actual	Budget	Variance	% spent
RED	3500	**Flora the Singleton Giant**	£1,600	£0	£-1,600	n/a
BLUE	4605	**SVH Extension Loan Repayment**	£0	£5,500	£5,500	0.0%
BLUE	4615	**Parish Building**	£0	£25,000	£25,000	0.0%
AMBER	4620	**Great Chart Village Hall**	£6,000	£6,000	£0	100.0%
GREEN	4625	**Environmental Projects**	£1,023	£3,282	£2,259	31.2%
RED	4645	**Allotments**	£7,927	£1,000	£-6,927	792.7%
BLUE	4650	**Parish Projects**	£0	£23,732	£23,732	0.0%
AMBER	4700	**PFA**	£6,000	£6,000	£0	100.0%

AMBER	4750	**Singleton Environment Centre**	£18,000	£18,000	£0	100.0%
RED	4780	**Singleton Village Hall (Projects)**	£6,000	£0	£-6,000	n/a
GREEN	4990	**Capital purchase**	£413	£4,394	£3,981	9.4%

Summary

The summary identified red items requiring explanation or possible corrective action, amber items to monitor due to high use of annual budget, green items within expected tolerances, and blue items with no expenditure recorded to date.

Source note and caveat

Prepared from the attached Detailed Income & Expenditure by Budget Heading report to 30 June 2026. The traffic light assessment is an indicative management tool only; some amber or red items may be expected because of annual invoices, one-off grants, project timing, earmarked reserve movements, or coding treatment.

Appendix 2

Great Chart with Singleton Parish Council

Finance Meeting Briefing Note

Detailed Income & Expenditure by Budget Heading to 30 June 2026

Document purpose	Finance meeting briefing note for Members
Source report	Detailed Income & Expenditure by Budget Heading 30_06_2026.pdf
Report date	June 2026
Generated from report	20 July 2026, 15:26

Overall position at a glance

Income received totals £232,122 against an annual budget of £446,221 (52.0%). Expenditure totals £187,957 against an annual budget of £563,889 (33.3%). The current net income over expenditure position is £44,165.

1. Executive summary

Members are asked to note the income and expenditure report to 30 June 2026. At this stage, income received totals £232,122 and expenditure totals £187,957, resulting in a current net income over expenditure position of £44,165. Some expenditure headings are affected by the timing of annual commitments, one-off payments, project activity, or coding treatment.

Measure	Actual year to date	Annual budget	Position
Income	£232,122	£446,221	52.0% received
Expenditure	£187,957	£563,889	33.3% spent
Net income over expenditure	£44,165	Budgeted year-end net expenditure: £117,668	Variance: £161,833

2. Items significantly over budget or requiring explanation

Budget heading	Finding	Meeting question / action
Photocopier & Printer	£2,914 spent against an annual budget of £600, resulting in an overspend of £2,314 and a spend level of 485.6%.	The overspend relates to the photocopier purchase being coded to the photocopier budget. Subject to Members' agreement, this could be reclassified as a capital purchase.

Allotments	£7,927 spent against an annual budget of £1,000, resulting in an overspend of £6,927 and a spend level of 792.7%.	The overspend is from S106 income being received and the related expenditure being coded to Allotments, creating a negative budget position.
Repairs/Maintenance	£3,069 spent against an annual budget of £2,000, leaving a negative variance of £1,069 and a spend level of 153.5%.	
Flora the Singleton Giant	Shown under Administration with £0 spent against a £1,600 budget, and under Projects with £1,600 spent against a £0 budget, creating a negative variance of £1,600 in Projects.	This error has been spotted and the reported and awaiting for a solution.

3. High spend levels to monitor

Budget heading	Finance meeting note
Insurance	£9,674 spent against £10,000; 96.7% spent.
Event	£7,139 spent against £8,000; 89.2% spent. Members may wish to review costs coded to Events and consider whether any should be reallocated to Community Engagement or covered by a budget virement.
Subscriptions & Memberships	£2,668 spent against £3,500; 76.2% spent. Most subscriptions have been paid, the remaining sum should cover any future expense.
Training	£5,530 spent against £8,000; 69.1% spent. This budget should be monitored as training activity continues.

4. Low or no spend areas to note

Several budget headings currently show low or nil expenditure. This may reflect the timing of planned works, invoices not yet received, or projects scheduled for later in the financial year.

- Professional Fees
- Website
- Play Park Equipment Replacement
- Defibrillator Kit Maintenance
- Parish Highways Issues
- War Memorial
- SVH Extension Loan Repayment
- Parish Building
- Parish Projects

5. Cost centre summary

Cost centre	Summary position
Administration	Indirect expenditure of £135,202 against a budget of £395,603, with £260,401 funds

	available and 34.2% spent.
Caretaker	Expenditure of £1,178 against an annual budget of £13,405, with £12,227 funds available and 8.8% spent.
Maintenance	Expenditure of £4,614 against an annual budget of £60,373, with £55,759 funds available and 7.6% spent.
Projects	Direct expenditure of £1,600 and indirect expenditure of £45,362, giving total Projects net expenditure of £46,962 against an annual budget of £92,908.

6. Finance report summary

Finance Report to 30 June 2026

The report shows income received of £232,122 and expenditure of £187,957, resulting in a current net income over expenditure position of £44,165. Members are asked to review the budget headings showing significant variances, particularly Photocopier & Printer, Allotments, Repairs/Maintenance, and Flora the Singleton Giant, and to consider whether any budget virements, reallocations, or explanations should be recorded.

7. Suggested resolution

Suggested resolution

Resolved: That the Detailed Income and Expenditure by Budget Heading report to 30 June 2026 be received and noted.

Further resolved: That the Clerk/RFO review the identified budget variances and report back on any recommended reallocations, virements, or corrective coding required.

8. Clerk/RFO checklist before the meeting

- Check whether Photocopier & Printer costs have been coded correctly.
- Check whether Flora the Singleton Giant should be moved from Projects to Administration.
- Confirm the reason for the Allotments overspend.
- Confirm whether the Repairs/Maintenance overspend relates to one-off urgent work.
- Note that high percentages on Insurance, Chairman's Allowance, Great Chart Village Hall, PFA, and Singleton Environment Centre may be due to annual or one-off payments.
- Consider whether Members need to approve any virements or simply note explanations in the minutes.

Source note

Prepared from the attached Cost Centre Report: Detailed Income & Expenditure by Budget Heading 30/06/2026.