

Great Chart with Singleton Parish Council

Founded in December 1894

Minutes of the Finance Committee starting at 5.30pm on Monday 17th January 2022 at Singleton Village Hall

Present: Cllrs Darvill (Chair), P Barker, Wiffen and Tate
Aniko Szocs (The Clerk)

Meeting started at 5.30 pm

1. Apologies

Cllrs McClintock

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 29th November 2021 were duly approved as a true record.

Proposed: Cllr Wiffen	Seconded: Cllr P Barker	Vote for: 3
Vote against: 0	Vote abstain: 0	Motion: Carried

4. Financial Year 2021-2021

The committee reviewed the income and expenditure to date. A negative figure was noted in the income budget line. The Clerk to rectify the issue by reviewing all invoices relating to the amounts and allocate the expense from the relevant budget line to correct the negative entry.

5. Parish Newsletter

The committee reviewed the proposed advertising cost and agreed to the increase.

Advert Size	Per issue	Per issue when advertising in four issues	Discount rates for Parishioners – per issue
A4 full page	£170	£150	£110
A4 ½ page	£110	£100	£80
A4 ¼ page	£65	£60	£40

Proposed: Cllr Wiffen	Seconded: Cllr P Barker	Vote for: 3
Vote against: 0	Vote abstain: 0	Motion: Carried



6. Mini audit

The committee agreed to carry out a detailed audit. A date will be arranged.

7. Date and Venue of next meeting

The next scheduled meeting of the Finance Meeting will start at 5.00pm a date will be agreed later.

The meeting closed at 18.35 pm

Signed by:

Chairman

Date:

Draft Minutes



Annual Budget - By Combined Account Code

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Budget Income</u>												
115	DNU VAT on Receipts	0	0	0	0	0	0	0	10,728	0	0	0
1076	Precept	260,239	260,239	0	0	265,938	0	265,938	267,724	0	0	0
1077	Council Tax Support Grant	3,614	3,614	0	0	0	0	0	0	0	0	0
1080	Concurrent Grant	2,770	2,770	0	0	0	0	0	0	0	0	0
1090	Interest Received	0	955	0	0	0	0	0	37	0	0	0
1100	Grants & Donation Received	0	9,535	0	0	0	0	0	8,350	0	0	0
1900	Other Income	0	6	0	0	0	0	0	1,547	0	0	0
	Total Income	266,623	277,119	0	0	265,938	0	265,938	288,386	0	0	0
<u>Overhead Expenditure</u>												
4000	Staff Salary	66,455	57,862	0	-1,000	105,000	0	104,000	49,047	0	0	0
4010	PAYE & NI	22,000	18,065	0	0	25,000	0	25,000	16,087	0	0	0
4030	Pension	10,000	9,385	0	0	12,000	0	12,000	9,157	0	0	0
4070	Travel Expense	560	16	0	0	600	0	600	189	0	0	0
4080	Training	4,000	1,583	3,400	0	3,000	0	6,400	2,042	0	0	0
4090	Chairman's Allowance	540	40	0	0	500	0	500	454	0	0	0
4100	Parish Allowance	660	0	0	0	660	0	660	263	0	0	0
4110	Bank Charges	300	243	0	0	250	0	250	136	0	0	0
4120	Audit Fees	1,400	1,080	0	-302	1,400	0	1,098	1,098	0	0	0
4130	Professional Fees	2,500	921	0	0	2,500	0	2,500	180	0	0	0
4140	Subscriptions & Memberships	4,785	2,952	0	0	2,800	0	2,800	2,989	0	0	0
4150	Insurance	6,550	2,545	0	543	4,000	0	4,543	4,543	0	0	0
4160	Postage	200	27	0	0	200	0	200	27	0	0	0

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16:21 Annual Budget - By Combined Account Code

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4170	Office Supplies & Admin	2,200	658	0	0	2,000	0	2,000	688	0	0	0
4180	Telephone & Broadband	1,000	743	0	0	1,000	0	1,000	548	0	0	0
4190	Office Rent	1	0	0	0	1	0	1	0	0	0	0
4200	Photocopier & Printer	1,000	455	0	0	1,000	0	1,000	694	0	0	0
4210	ICT Infrastructure	2,000	2,065	1,200	0	1,000	0	2,200	2,410	0	0	0
4220	Venue Hire	1,000	0	1,000	-543	1,000	0	1,457	733	0	0	0
4230	Website	2,000	1,047	0	0	500	0	500	0	0	0	0
4240	Parish Grants	15,000	11,188	4,065	0	15,000	0	19,065	2,227	0	0	0
4250	Section 137 Expenditure	200	0	200	0	200	0	400	0	0	0	0
4260	Newsletter	3,500	3,076	0	1,302	3,500	0	4,802	3,152	0	0	0
4280	Event	0	0	0	0	0	0	0	30	0	0	0
4400	Vehicle Running Cost	2,148	2,045	0	0	1,500	0	1,500	1,414	0	0	0
4410	Vehicle Fuel	1,000	651	0	0	1,000	0	1,000	812	0	0	0
4420	Equipment	29,239	18,200	11,219	0	5,000	0	16,219	4,590	0	0	0
4500	Repairs/Maintenance	7,362	6,719	0	0	4,200	0	4,200	2,841	0	0	0
4510	Yellow Land Maintenance	4,200	0	0	0	1,000	0	1,000	0	0	0	0
4520	Cuckoo Park 10Yr Maint	13,553	185	-2,628	0	15,043	0	12,415	1,365	0	0	0
4530	Cuckoo Park 20Yr Fund	6,966	0	0	0	7,384	0	7,384	0	0	0	0
4540	Yellow Land Play Equipment	5,000	0	0	0	3,000	0	3,000	0	0	0	0
4550	PCC Churchyard Maint Grant	4,000	4,000	0	0	4,000	0	4,000	1,000	0	0	0
4560	Defibrillator Kit Maintenance	0	0	0	0	2,000	0	2,000	0	0	0	0
4570	Sign Maintenance	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4590	Parish Highways Issues	20,000	2,995	17,005	0	0	0	17,005	1,448	0	0	0
4600	CCTV	1,000	0	1,000	0	0	0	1,000	0	0	0	0

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16:21 Annual Budget - By Combined Account Code

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4605	SVH Extention Loan Repayment	7,000	6,084	0	0	7,000	0	7,000	2,986	0	0	0
4610	Play Park Refurbishment	10,000	0	0	0	0	0	0	0	0	0	0
4615	Parish Office	5,000	0	0	0	5,000	0	5,000	0	0	0	0
4625	Raised Flower Bed	450	0	450	0	200	0	650	0	0	0	0
4630	Mobile Speed Limit Sign	500	0	500	0	500	0	1,000	0	0	0	0
4635	Singleton Lake	0	0	0	0	500	0	500	0	0	0	0
4645	Allotments	1,500	0	1,500	0	1,500	0	3,000	199	0	0	0
4650	Parish Projects	5,000	154	4,500	0	5,000	0	9,500	10,376	0	0	0
4700	PFA Project	4,848	63	0	0	0	0	0	1,300	0	0	0
4710	PFA Maintenance	0	3,483	0	0	3,000	0	3,000	63	0	0	0
4750	Singleton Environment Centre	16,670	16,627	0	0	10,000	0	10,000	31,851	0	0	0
4800	WW1 Maintenance	2,000	0	2,000	0	0	0	2,000	0	0	0	0
4990	Capital purchase	10,000	0	10,000	0	5,000	0	15,000	0	0	0	0
	Overhead Expenditure	306,287	175,155	55,411	0	265,938	0	321,349	156,941	0	0	0
	Total Budget Income	266,623	277,119	0	0	265,938	0	265,938	288,386	0	0	0
	Expenditure	306,287	175,155	55,411	0	265,938	0	321,349	156,941	0	0	0
	Movement to/(from) Gen Reserve	(39,664)	101,964			0		(55,411)	131,446	0		

Detailed Income & Expenditure by Budget Heading 10/03/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	267,724	265,938	(1,786)			100.7%	
1090 Interest Received	37	0	(37)			0.0%	
1100 Grants & Donation Received	8,350	0	(8,350)			0.0%	
1900 Other Income	1,547	0	(1,547)			0.0%	
Income :- Income	277,658	265,938	(11,720)			104.4%	0
Net Income	277,658	265,938	(11,720)				
<u>110</u> <u>Administration</u>							
4000 Staff Salary	49,047	104,000	54,953		54,953	47.2%	
4010 PAYE & NI	16,087	25,000	8,913		8,913	64.3%	
4030 Pension	9,157	12,000	2,843		2,843	76.3%	
4070 Travel Expense	189	600	411		411	31.5%	
4080 Training	2,042	6,400	4,358		4,358	31.9%	
4090 Chairman's Allowance	454	500	46		46	90.8%	
4100 Parish Allowance	263	660	397		397	39.9%	
4110 Bank Charges	136	250	114		114	54.6%	
4120 Audit Fees	1,098	1,098	0		0	100.0%	
4130 Professional Fees	180	2,500	2,320		2,320	7.2%	
4140 Subscriptions & Memberships	2,989	2,800	(189)		(189)	106.7%	
4150 Insurance	4,543	4,543	0		0	100.0%	
4160 Postage	27	200	173		173	13.7%	
4170 Office Supplies & Admin	688	2,000	1,312		1,312	34.4%	
4180 Telephone & Broadband	548	1,000	452		452	54.8%	
4190 Office Rent	0	1	1		1	0.0%	
4200 Photocopier & Printer	694	1,000	306		306	69.4%	
4210 ICT Infrastructure	2,410	2,200	(210)		(210)	109.6%	
4220 Venue Hire	733	1,457	725		725	50.3%	
4230 Website	0	500	500		500	0.0%	
4240 Parish Grants	2,227	19,065	16,838		16,838	11.7%	
4250 Section 137 Expenditure	0	400	400		400	0.0%	
4260 Newsletter	3,152	4,802	1,650		1,650	65.6%	
4280 Event	30	0	(30)		(30)	0.0%	
Administration :- Indirect Expenditure	96,695	192,976	96,281	0	96,281	50.1%	0
Net Expenditure	(96,695)	(192,976)	(96,281)				
<u>140</u> <u>Caretaker</u>							
4400 Vehicle Running Cost	1,414	1,500	86		86	94.2%	
4410 Vehicle Fuel	812	1,000	188		188	81.2%	

Detailed Income & Expenditure by Budget Heading 10/03/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420 Equipment	4,590	16,219	11,629		11,629	28.3%	
Caretaker :- Indirect Expenditure	6,816	18,719	11,903	0	11,903	36.4%	0
Net Expenditure	(6,816)	(18,719)	(11,903)				
<u>150 Maintenance</u>							
4500 Repairs/Maintenance	2,841	4,200	1,359		1,359	67.7%	
4510 Yellow Land Maintenance	0	1,000	1,000		1,000	0.0%	
4520 Cuckoo Park 10Yr Maint	1,365	12,415	11,050		11,050	11.0%	
4530 Cuckoo Park 20Yr Fund	0	7,384	7,384		7,384	0.0%	
4540 Yellow Land Play Equipment	0	3,000	3,000		3,000	0.0%	
4550 PCC Churchyard Maint Grant	1,000	4,000	3,000		3,000	25.0%	
4560 Defibrilator Kit Maintenance	0	2,000	2,000		2,000	0.0%	
4570 Sign Maintenance	0	1,000	1,000		1,000	0.0%	
4590 Parish Highways Issues	1,448	17,005	15,557		15,557	8.5%	
Maintenance :- Indirect Expenditure	6,654	52,004	45,350	0	45,350	12.8%	0
Net Expenditure	(6,654)	(52,004)	(45,350)				
<u>160 Projects</u>							
4600 CCTV	0	1,000	1,000		1,000	0.0%	
4605 SVH Extention Loan Repayment	2,986	7,000	4,014		4,014	42.7%	
4615 Parish Office	0	5,000	5,000		5,000	0.0%	
4625 Raised Flower Bed	0	650	650		650	0.0%	
4630 Mobile Speed Limit Sign	0	1,000	1,000		1,000	0.0%	
4635 Singleton Lake	0	500	500		500	0.0%	
4645 Allotments	199	3,000	2,801		2,801	6.6%	
4650 Parish Projects	10,376	9,500	(876)		(876)	109.2%	
4990 Capital purchase	0	15,000	15,000		15,000	0.0%	
Projects :- Indirect Expenditure	13,561	42,650	29,089	0	29,089	31.8%	0
Net Expenditure	(13,561)	(42,650)	(29,089)				
<u>170 PFA</u>							
4700 PFA Project	1,300	0	(1,300)		(1,300)	0.0%	
4710 PFA Maintenance	63	3,000	2,937		2,937	2.1%	
PFA :- Indirect Expenditure	1,363	3,000	1,637	0	1,637	45.4%	0
Net Expenditure	(1,363)	(3,000)	(1,637)				

Detailed Income & Expenditure by Budget Heading 10/03/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>175</u> Singleton Environment Centre							
4750 Singleton Environment Centre	31,851	10,000	(21,851)		(21,851)	318.5%	
Singleton Environment Centre :- Indirect Expenditure	<u>31,851</u>	<u>10,000</u>	<u>(21,851)</u>	<u>0</u>	<u>(21,851)</u>	<u>318.5%</u>	<u>0</u>
Net Expenditure	<u>(31,851)</u>	<u>(10,000)</u>	<u>21,851</u>				
<u>180</u> Events							
4800 WW1 Maintenance	0	2,000	2,000		2,000	0.0%	
Events :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>				
<u>999</u> VAT Data							
115 DNU VAT on Receipts	10,728	0	(10,728)			0.0%	
VAT Data :- Income	<u>10,728</u>	<u>0</u>	<u>(10,728)</u>				<u>0</u>
Net Income	<u>10,728</u>	<u>0</u>	<u>(10,728)</u>				
Grand Totals:- Income	288,386	265,938	(22,448)			108.4%	
Expenditure	156,941	321,349	164,408	0	164,408	48.8%	
Net Income over Expenditure	<u>131,446</u>	<u>(55,411)</u>	<u>(186,857)</u>				
Movement to/(from) Gen Reserve	<u>131,446</u>						