

Parish Council of Balsall

Minutes of the Balsall Finance Committee Meeting held on Wednesday 30th September 2015 at 6.00pm at the Westlake Room, Village Hall, Station Road, Balsall Common

Present

Cllr Will Heard (Chair), Cllr Liz Macdonald (Vice Chair), Cllr Mark Tattum, Cllr Judy Lea and no members of the public

Headings are those set out on the Agenda

1. Apologies

Received and accepted from Cllr Raymond Ritchie

2. Declarations of Interest

None

3. To approve as a correct record Minutes of the Annual Finance Committee Meeting held on 10th June 2015

RESOLVED – That the minutes of the Annual Finance Committee Meeting held on 10th June 2015 are approved and the Chair signed these as an accurate record

4. Matters arising from the Minutes

4.1. Code of Conduct now adopted by Parish Council

4.2. Bank Reconciliations considered and approved by Chair following response from Internal Auditor

5. Public Participation

No members of the public present

6. Budget – To consider expenditure to date and review if required the Budget for 2015/2016

Budget was reviewed with details of expenditure to 28th August 2015. Minor changes were made. It was noted that the cost of subscriptions is more than the sum initially budgeted.

Clerk confirmed that this was due to the number of subscriptions that comprised:-

WALC - £1,007

SLCC - £179.00 (Society of Local Council Clerks)

ICCM – 90 (Cemetery management)

CPRE - £29 (annual membership countryside protection)

Edge – 522 (accounts software)

Sage payroll - £300 approx

This takes the total to significantly more than budget although the Edge subscription will now lapse as we are changing to spreadsheet accounts.

The budget was revised to show an increase to reflect this. Other areas were reduced from administration to maintain overall total under administration heading.

Cemetery – Clerk advised that long term expenditure to be considered in the future is to improve the gravel paths to a level surface – Clerk to provide further details once proposals are received
Current maintenance works are to remove weeds and improve the appearance of the paths

Xmas lights – Clerk advised that this expense may be more than the sum budgeted as we were purchasing extra lights for the tree outside the library. Full details are not known.

Chadwick End – Clerk confirmed that expenditure had exceeded than the sum provided in the budget as legal costs had increased. Whilst there is money in reserves from 2014/2015 to cover the cost, there is unlikely to be any money left in reserves. The matter has not been concluded.
It was agreed that the additional cost will be taken from reserves for 2014/2015 as the cost relates solely to Chadwick End.

The document was approved as amended

7. Reconciliations – To sign off bank reconciliations

RESOLVED – That the bank reconciliations are approved and signed by the Chair

8. Audit – To receive External Audit report and agree any action required

Clerk provided report for Auditor. No matters were raised apart from a difference in staff costs. Clerk is arranging for notice of closure of audit to be displayed.

9. Date for next meeting – The date for the next Finance meeting is to be held on Wednesday 13th January 2016

There being no further business the Chair thanked everyone for attending and closed the meeting at 19.03pm

Signed..... Dated.....

Clr Will Heard

Chair

Balsall Parish Council Finance Committee

Budget Heads	Actual Spend 2014/15	Variance 2014/15 (B-S)	Budget 2015/16	Revised Budget 2015/16	Budget %	Committed 2015/16	Actual Spend 2015/16 to 28 Aug 2015	Variance
Personnel								
Clerk Salary	21,896.00	7,104.00	29,000.00	25,000.00		13,222.72	10,304.59	
Councillors Allowances	1,663.62	1,236.38	2,500.00	3,150.00		3,150.00	0.00	
Chairmans Allowance	incl above		400.00	397.00		397.00	0.00	
Training	261.00	739.00	1,000.00	1,000.00		15.00	180.00	
Expenses	58.10	241.90	300.00	300.00			175.22	
Personnel Sub-total	23,878.72	9,321.28	33,200.00	29,847.00	25.4	16,784.7	10,659.8	2,402.47
Administration								
Off site - Storage (Arden)	1,080.00	120.00	1,200.00	1,200.00		1,200.00	0.00	
Insurance	1,565.86	3,434.14	5,000.00	1,600.68			1,600.68	
Telephone/postage/IT/Website	640.13	359.87	1,000.00	2,000.00			235.34	
Office Premises	0.00	9,000.00	9,000.00	9,000.00		9,000.00	0.00	
Stationery	312.41	87.59	400.00	500.00		87.91	292.34	
Software/hardware	441.40	58.60	500.00	600.00		314.38	0.00	
Room hire	238.00	462.00	700.00	500.00			84.00	
Subscriptions/Licences	263.00	837.00	1,100.00	2,200.00		300.00	1,833.00	
General maintenance	60.00	940.00	1,000.00	500.00			468.70	
Office furniture	423.36	76.64	500.00	500.00			358.80	
Steering group/Chadwick PC	1,666.66	1,666.66	0.00	0.00			0.00	
Admin Sub-total	6,690.82	13,709.18	20,400.00	18,600.68	15.8	10,902.3	4,872.9	2,825.53
Professional Services								
Legal Advice	1,986.0	3,014.0	5,000.00	5,000.00			3,147.3	

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Planning Consultants	300	-300.00	0.00	3,000.00			0.00	
Audit/Risk Management/ Governance	785.00	3,215.00	4,000.00	4,000.00		300.00	0.00	
Other professionals	2,420.00	- 2,420.00		4,000.00			0.00	
Prof Services Sub-total	5,491.00	3,509.00	4,000.00	16,000.00	13.6	300.0	3,147.3	12,552.66
Cemetery								
Grounds Mtc/pest control	6,412.06	2,587.94	10,450.00	10,450.00		3,600.00	5,420.60	
Rates	562.91	1,637.09	2,200.00	750.00			18.78	
Refuse collection	879.52	520.48	1,400.00	1,200.00		570.00	412.95	
Furniture	70.00	680.00	750.00	1,500.00			112.45	
Capital Loan repayment	0.00	0.00	0.00	0.00		0.00	0.00	
Stationery	0.00	200.00	200.00	200.00		0.00	0.00	
Administration	1,403.00	- 1,403.00	0.00	0.00		0.00	0.00	
General maintenance	60.00	-60.00	0.00	1,000.00		0.00	0.00	
Cemetery sub-total	9,387.49	4,162.51	15,000.00	15,100.00	12.9	4,170.0	5,964.8	4,965.22
0								
Grounds Maintenance	3,581.40	-581.40	3,000.00	4,000.00		3,581.40	0.00	
Safety Inspections	2,774.59	- 1,274.59	1,500.00	3,000.00		2,775.59	0.00	
Repairs and maintenance	3,158.90	- 2,158.90	1,000.00	4,000.00		367.68	0.00	
Litter and waste collection	2,762.97	-262.97	2,500.00	3,000.00		1,898.71	1,684.98	
Major repairs/upgrading equip	0.00	2,000.00	2,000.00	2,000.00		2,000.00	0.00	
Recreation sub-total	12,277.86	- 2,277.86	10,000.00	16,000.00	13.6	10,623.4	1,685.0	3,691.64
Road Safety & Rights of Way								
Village planting	972.20	27.80	1,000.00	1,200.00		600.00	620.00	
Xmas	5,266.20	- 1,766.20	3,500.00	6,000.00		5,266.20	0.00	
Bus shelters	0.00	1,000.00	1,000.00	1,000.00		0.00	240.00	
Environment/airport						0.00	1,680.0	

							0	
RSRoW sub-total	6,238.40	-738.40	5,500.00	8,200.00	7.0	5,866.2	2,540.0	-206.20
CCTV								
Annual Maintenance	0.00	400.00	400.00	0.00			0.00	
Repairs and Maintenance	293.48	-293.48	0.00	0.00			0.00	
System upgrade	0.00	0.00	0.00	0.00			0.00	
Phone line	218.74	-218.74	390.00	390.00		385.70	168.89	
CCTV sub-total	512.22	-112.22	790.00	390.00	0.3	385.7	168.9	-164.59
Grants								
Football club	0.00	1,250.00	0.00				2,000.00	
Jubilee Centre	0.00	10,000.00	0.00			0.00	2,040.00	
Library summer activities							140.00	
St Peter's toddler Group							100.00	
Berkswell Scouts							2,000.00	
Library reading scheme	1,000.00	-	0.00				90.00	
Scouts	215.00	1,785.00	0.00				2,075.00	
Berkswell & Balsall Rugby Club							1,900.00	
Grants sub-total	1,215.00	12,035.00	13,250.00	13,250.00	11.3	0.0	10,345.00	2,905.00
B-B NDP								
						50.0		
B-B NDP sub-total				5,000.00	4.3	50.0	0.0	4,950.00
Chadwick End Village Hall/Pavilion								
Utilities - Electricity	0.00	0.00	0.00	0.00				
Utilities - Water	0.00	0.00	0.00	0.00				
Repairs and minor maint	0.00	0.00	0.00	0.00				
Health & Safety	220.87	-220.87	0.00	0.00				
Legal Advice	3,101.00	-	0.00	0.00				
Contingency	0.00	0.00	0.00	0.00				
Management costs	0.00	0.00	0.00	0.00				
Grounds Maintenance	94.54	-94.54	0.00	0.00				
CE Sub-total	3,416.41	-	0.00	0.00	0.0	0.0	17,248.8	-

Total Expenditure	69,107.92	36,192.08	102,140.00	117,387.68	100.00	49,032.29	56,632.46	11,722.93
Less income			15,000.00	15,100.00				15,100.00
Total			87,140.00	102,287.68		49,032.29	56,632.46	3,377.07
Allow for contingency								
Expenditure from Reserves								
Pension Deficit				1,000.00				
CCTV new system				23,000.00				
Costs (Chadwick PC)				0.00				
CE Legal Costs				10,000.00			10,000.00	
Reserves Total				34,000.00			24,000.00	