



Studley Parish Council Minutes of Finance Committee meeting 28th October 2021, 6.30pm Council chamber, Studley Village Hall

Committee members present Cllrs A Smith (Chairman), J Beard (vice-Chairman),
D Collett, M Osborne, C Summers

...and not present (All committee members present)

In attendance Cllr P Hencher-Serafin (Non-committee councillor)
Gill Lungley, Acting Clerk/RFO

Min #F078 Agenda item 1 – Welcome from the Chairman
The Chairman welcomed everyone to the meeting.

Min #F079 Agenda item 2 - Apologies
All committee members were present.

Min #F080 Agenda item 3 - Declarations of Interest
None.

Min #F081 Agenda item 4 - Grant of dispensation following DPI / ORI declaration
None

Min #F082 Agenda item 5 - Public Forum
No representation.

Min #F083 Agenda item 6 - Approval of draft minutes from previous meeting
RESOLVED to approve the minutes of the committee meeting held 27/07/2021
as a true record of proceedings.

Min #F084 Agenda item 7 – Updates from the Clerk/RFO

- a) Un-used IT equipment
This equipment is not out of date and will be put up for sale.
- b) Governance Action Plan
The actions agreed at the previous committee meeting have been followed up, including:
 - Review and adoption of Standing Orders and Financial Regulations.
 - Quarterly bookkeeping checks with the RFO.
 - SVH building insurance – advice is being sought.
 - all lease arrangements – review is work in progress.
- c) Street lighting contract – work in progress.
- d) New website The council had agreed to ask Cllrs A Smith, M Osborne and A Clarke, working with the Acting Clerk, to decide which contractor to appoint to create the new SPC website and based on comparison of quotes, 'Parish Council Websites' were chosen.
The Acting Clerk had previously declared an interest as being related to one of the contractors who had provided a quote.
- e) Council policies - work in progress; working party established.

Min #F085

Agenda item 8

Review of half-year budget to 30/09/2021 and to consider 2022/23 budget.

Members received a copy of the budget to 30/09/2021.
Using this as a guide, members reviewed each budget line to suggest a budget for 2022/23 and this included some changes to the budget headings.
The outcome is attached at pages 29 - 31. This will be presented to the next council meeting (16th November 2021) as part of these minutes but is not yet a proposal for the 2022/23 budget or the precept.
This committee will meet again to consolidate this first draft.

Min #F086

Due to the time of 3 hours taken on the budget review, it was agreed there was no time to consider the remaining items on the agenda and they were deferred to the next meeting.

These agenda items were:

- Agenda item 9 – Review of Governance Action Plan**
- Agenda item 10 – To agree a Risk Management Policy**
- Agenda item 11 – Review the council's Investment Policy**

Min #F087

Agenda item 12 – To note and suggest items for the next agenda

As for minute #F086

Min #F088

Agenda item 13 - Date and time of next Finance Committee meeting

The next scheduled meeting is 27/01/2022, but an extra meeting is to be called in advance of that one to firm up the budget, identify the precept and pick up the deferred items from this meeting..

This meeting ended at 10pm.

Signed

Chairman, Finance Committee

Date.....

STUDLEY PARISH COUNCIL BUDGET PREPARATION FOR 2022/23							
cost centre	Area of activity / overhead	Last year		this year to 30/09/2021		next year	
101	BURIAL GROUND INCOME	budget	actual	budget	actual		notes
1100	Burial Fees	13,850	16,600	13,780	14,430	20,000	1
1101	Grave digger fees	2,500	3,935	2,500	590	3,000	2
1102	Memorial fees				470	500	3
1409	General maintenance reimbursement				73	-	4
	overhead 101 income	16,350	20,535	16,280	15,563	23,500	
	BURIAL GROUND EXPENDITURE						
4100	Grass cutting	5,500	5,025	5,250	3,075	5,500	5
1406	Burial ground expenditure (legal)	-	385		933	1,000	6
4107	Grave digger fees	2,500	3,830	2,500	875	3,000	7
4110	Rates	1,240	1,245	1,420	794	1,400	8
4115	Skips	2,520	2,298	2,520	715	2,000	9
4200	Subscriptions	90	95	90	95	100	10
4201	Refund fees / payments	-	5	-	-	-	11
4205	General maintenance	4,500	4,142	4,500	190	5,000	12
	overhead 101 expenditure	16,350	17,025	16,280	6,677	18,000	
	net income over expenditure	-	3,510	-	8,886	5,500	
		Last year		this year to 30/09/2021		next year	
201	ALLOTMENTS INCOME	budget	actual	budget	actual		notes
1200	Allotment rents	2,250	5,780	3,500	61	3,000	13
1205	Wayleave income	100	108	100	109	100	14
1215	Allotment holders' association subscriptions	255	263	350	30	350	15
1409	Reimbursement general maintenance	-	4,000	-	-	-	16
	overhead 201 income	2,605	10,151	3,950	200	3,450	
	ALLOTMENTS EXPENDITURE						
4200	Subscriptions	255	255	350	-	350	17
4204	Allotment grant	-	145	-	-	500	18
4205	General Maintenance	2,000	7,361	2,250	269	2,000	19
4210	Water charges	800	1,049	1,000	257	1,000	20
4215	Allotment rental SDC	350	-	350	-	350	21
4230	Hedge cutting	200	85	200	-	250	22
	overhead 201 expenditure	3,605	8,895	4,150	526	4,450	
	net income over expenditure	- 1,000	1,256	- 200	- 326	- 1,000	
		Last year		this year to 30/09/2021		next year	
301	STREET LIGHTING INCOME	budget	actual	budget	actual		notes
1305	Christmas lights	-	2,448	-	-	1,500	23
	overhead 301 income	-	2,448	-	-	1,500	
	STREET LIGHTING EXPENDITURE						
4205	General maintenance	5,600	5,539	5,900	2,308	6,000	24
4300	Energy	15,000	12,438	15,000	6,392	15,000	25
4305	Christmas lights	-	2,428	-	-	3,000	26
4310	Replacement lighting	9,400	5,657	9,100	766	10,000	27
	overhead 301 expenditure	30,000	26,062	30,000	9,466	34,000	
	net income over expenditure	- 30,000	- 23,614	- 30,000	- 9,466	- 32,500	
		Last year		this year to 30/09/2021		next year	
401	RECREATION, OPEN SPACES INCOME	budget	actual	budget	actual		notes
1405	Hire of recreation ground	-	-	-	100	-	28
	overhead 401 income	-	-	-	100	-	
	RECREATION, OPEN SPACES EXPENDITURE						
4100	Grass cutting	4,200	5,339	4,200	3,303	5,500	29
4105	Trees	2,000	63	2,000	-	3,000	30
4115	Skips	-	232	-	404	1,000	31
4205	General maintenance	5,000	1,300	5,000	-	5,000	32
4206	Inspection fee	150	130	150	-	150	33
4400	Litter picking	5,630	5,632	5,800	2,622	6,000	34
4410	Equipment	-	40	6,000	50	6,000	35
4415	Public open space	3,852	916	4,000	95	1,000	36
4420	Play area refurb and repairs	-	20	-	440	500	37
4421	Skate park	1,000	30	1,000	890	1,000	38
4425	Benches	1,000	-	1,000	-	1,000	39
4426	Bins and bin maintenance	570	559	570	685	1,000	40
	overhead 401 expenditure	23,402	14,261	29,720	8,489	31,150	
	net income over expenditure	- 23,402	- 14,261	- 29,720	- 8,389	- 31,150	

801	GENERAL ADMINISTRATION INCOME	Last year		this year to 30/09/2021		next year	notes
		budget	actual	budget	actual		
1076	Precept	180,700	180,700	186,062	186,062	186,062	52
1085	Sports and Recreation Trust	-	6,125	-	-	-	53
1212	Grant received (NDO)	-	49,915	-	-	-	54
1412	Reimbursement of general maintenance	-	77	-	-	-	55
1414	Refund	-	500	-	-	-	56
1416	Loan repayments (SS&SC)	-	3,489	-	2,473	4,867	57
1550	Telecom income (WCC for library)	500	500	500	-	500	58
1551	Insurance income	-	1,679	-	-	-	59
1555	Bulky waste reimbursement	465	296	465	-	-	60
1556	Bulky waste permits	-	50	-	20	-	61
1800	ATC lease	-	450	-	-	-	62
1801	Rental from leases	30	10	30	-	-	63
1802	Rental from SS&SC	12,599	6,863	12,414	-	-	64
1803	Rental income - bungalow	-	4,083	-	5,682	9,180	65
1805	PWLB loan	-	-	-	-	-	66
1810	Bank interest	2,800	2,776	2,800	1,227	2,000	67
1909	Donations	-	168	-	-	-	68
1915	Fundraising	-	-	-	84	-	69
1927	Civic income	-	-	-	20	-	70
1950	VAT refund	-	-	-	9,033	-	71
4905	CIL monies	-	-	-	587	-	72
	overhead 801 income	197,094	257,681	202,271	205,188	202,609	
	GENERAL ADMINISTRATION EXPENDITURE						
4200	Subscriptions	1,600	1,698	1,700	-	2,000	73
4205	General maintenance	1,000	739	1,742	-	1,500	74
4603	Legal fees and expenses	-	325	-	350	4,000	75
4605	Sundry expenses	2	2,180	-	3,099	2,000	76
4606	Newsletter costs	4,350	2,475	4,400	-	2,500	77
4609	Water and sanitisation	-	82	-	110	150	78
4620	Website and emails	600	620	600	400	1,750	79
4625	Photocopier	1,400	1,550	1,400	846	1,500	80
4650	Telephone and internet	2,890	2,640	2,890	725	1,600	81
4655	Stationery	900	174	900	252	800	82
4656	Postage	351	202	351	104	300	83
4715	Travel expenses	-	27	-	-	100	84
4810	Audit fee	1,500	1,184	1,600	1,200	1,500	85
4815	Insurance	2,350	2,746	2,450	2,241	3,000	86
4817	HR Services and payroll	-	1,679	-	2,757	2,500	87
4825	Training fees	1,000	1,160	1,000	340	2,000	88
4830	Elections	3,500	-	3,500	-	3,500	89
4839	Bungalow inc management fee	-	1,395	-	1,195	1,500	90
4840	SS&SC	3,000	6,789	3,000	-	-	91
4845	Library excluding rent	500	465	500	110	500	92
4856	Bulky waste collection	5,800	3,940	5,800	-	6,000	93
4857	In-house CCTV and maintenance	6,000	5,954	6,000	-	500	94
4872	Chairman's charity	-	2,000	-	-	-	95
4874	Neighbourhood Plan	4,000	-	-	-	-	96
4875	Civic events	1,850	-	1,850	74	500	97
4876	Other events	-	-	-	500	2,000	98
4877	NDO Grant	-	21,030	-	13,270	-	99
4881	Refreshments	-	-	-	160	500	100
4890	PWLB loan capital	10,333	10,333	10,333	5,167	10,333	101
4891	PWLB loan interest	2,266	2,258	2,081	1,057	1,874	102
4902	Chairmans charity donations	-	2,086	-	-	-	103
	overhead 801 expenditure	55,192	75,731	52,097	33,957	54,407	
	net income over expenditure	141,902	181,950	150,174	171,231	148,202	
cost centres 803 and 901 (notes 104 and 105) moved to page 2							
	Total budget income	216,049	291,563	222,501	221,051	231,059	106
	Expenditure	216,049	217,658	222,501	127,575	249,607	107
	Net income over expenditure	-	73,905	-	93,476	18,548	108
	plus transfer from EMR	-	25,748	-	13,270	-	
	less transfer to EMR	-	-	-	691	-	
	Movement to/(from) General Reserve	-	99,653	-	106,055	18,548	