

NUTHURST PARISH COUNCIL

REPORT FROM THE FINANCE COMMITTEE

meeting held on Wednesday 14th November 2018, at St Andrews School, Nuthurst,
commencing at 7.300pm

PRESENT: Cllr V Court Cllr T Nelson (Chairman of the Finance Committee)
Cllr G Dixon Cllr J Mercer
Cllr A Gaffney

2611/18 APPOINTMENT OF CHAIRMAN OF THE FINANCE COMMITTEE

Councillor J Mercer proposed Councillor T Nelson as Chairman of the Finance Committee for the ensuing year, Councillor G Dixon seconded the motion.

RESOLVED for Councillor T Nelson to Chair the Finance Committee for the ensuing year.

2711/18 APOLOGIES FOR ABSENCE were received from Councillor O Hydes.

2811/18 DECLARATIONS OF INTEREST none.

2911/18 PUBLIC FORUM none.

3011/18 REVIEW OF THE CURRENT FINANCIAL YEAR

The budget for 2018/2019 was set at £40,725.00 with a precept of £40,5000.00 from Horsham District Council.

For the first six months of the financial year most items of expenditure were either on or under budget, a few items of expenditure are over budget and the details and an explanation are listed below:

Budget 2018/2019	Actual 30/09/2018	Forecast 31/03/2019	Description	Explanation
£ 550.00	£ 331.20	£ 662.00	Travel	Clerks Training/Meetings
£ 220.00	£ 117.35	£ 235.00	Stationary	Additional Purchasing
£ 100.00	£ 117.73	£ 350.00	Office Maint/Repairs	Inc New Copier £219.60
£ 125.00	£ 0.00	£ 176.00	Office 365 Business	One Off Purchase
£ 350.00	£ 143.96	£ 448.96	Audit Fees	Add Fee £110.00
£ 400.00	£1175.00	£1849.00	Legal Fees	Add Fees for Planning
£2000.00	£ 938.92	£2179.00	Street Energy	Increased to £199.17 PM
£1000.00	£ 567.09	£1134.00	Street Repairs	Add Lighting Repairs
£ 330.00	£ 285.00	£ 435.00	Web Site Hosting	GDPR Compliance £75.00
£1600.00	£1550.00	£2430.00	MH Tree Survey	Inc Survey & Level 3 Report

A number of items of expenditure in the 2018/2019 budget were to be financed from the Parish Councils reserves and these are detailed below:

Budget 2018/2019	Actual 30/09/2018	Forecast 31/03/2019	Description	Explanation
£ 472.00 (R)	£ 0.00	£ 469.00	Dell Laptop	Inc purchase of Laptop
£ 90.00 (R)	£ 0.00	£ 160.00	Dell Laptop	Setup/Encryption
£ 100.00 (R)	£ 94.64	£ 94.64	Bus Shelters	Maintenance
£2000.00 (R)	£1500.00	£10000.00	MH Tree Works	Surgery & Fell 2 x Trees
£2000.00 (R)	£2113.50	£3000.00	General Maintenance	Detailed on Appendix

Earlier in the year, out of a 'Duty to Care', the Parish Council took responsibility for a number of trees located on the northern boundary of the village green. No one had maintained the trees for a number of years and when they were included in the Tree Report, commissioned by the Parish Council in August 2018, additional works were recommended. The Parish Council commissioned a further, Level 3 report, and were advised that T034 (Common Oak) and T207 (Corsican Pine) needed to be felled.

Quotations for the felling of the trees and surgery are being requested, however, the additional expenditure necessary to maintain these trees will considerably reduce the Parish Councils reserves.

Full details of the expenditure for this period, including a break-down of the expenditure on Stationary, Legal Fees and General Maintenance can be found on Appendix Budget Meeting Nov 2018.

3011/18 2019/2020 BUDGET/PRECEPT

The Members of the Finance Committee discussed the 2018/2019 expenditure and proposed the following budget for 2019/2020:

Salary & Benefits

The Clerks salary increases one SCP point each year, with an additional SCP point when she completes the CILCA qualification in May 2019, the calculations are below:

Annual Increase

SCP 24 = £11.643 per hour x 1% (Govt increase) = £11.76 per hour 25 (hour pw) = 294.00 x 52 (weeks) = £15,288.00 :- 12 = £1,274.00 pm

CILCA Increase

SCP 25 = £12.012 per hour x 1% (Govt increase) = £12.13 per hour 25 (hour pw) = 303.25 x 52 (weeks) = £15,769.00 :- 12 = £1,314.08 pm

Pension

2018/2019	2019/2020	
£ 300.00	£ 320.00	Clerks Pension.

Office Administration

The Office Administration budget to be adjusted as follows:

2018/2019	2019/2020	
£ 150.00	£ 120.00	Postage
£ 560.00	£ 300.00	Telephone/Internet
£ 350.00	£ 350.00	Office Allowance
£ 550.00	£ 600.00	Travel (additional mileage for Clerks training/meetings)
£ 220.00	£ 240.00	Stationary
£ 350.00	£ 250.00	Photocopier Maintenance / Toners
£ 100.00	£ 100.00	Office Equipment / Maintenance
£ 100.00	£ 75.00	WSCC Payroll
£ 0.00	£ 12.00	Registering nuthurst-pc.co.uk (annual)
£ 0.00	£ 9.00	Office 365 BE & Sky Kick Backup (annual)
£ 0.00	£ 639.00	RBS Accounts Package
£ 0.00	£ 119.00	RBS Support / Training
Reserves	£ 450.00	GDPR Annual Audit / Controller

Other Administration

The Other Administration budget to be adjusted as follows:

2018/2019	2019/2020	
£ 500.00	£ 500.00	Hall hire
£1300.00	£1350.00	Insurance
£ 950.00	£ 900.00	Subscriptions
£ 350.00	£ 350.00	Audit Fees
£ 400.00	£2000.00	Legal Fees

Elections

The Election budget to remain the same as 2018/2019:

2018/2019	2019/2020	
£ 500.00	£ 500.00	Elections

Street Lighting

The Street Lighting budget to be adjusted as follows:

2018/2019	2019/2020	
£2000.00	£2400.00	Street Energy
£1300.00	£1200.00	Maintenance
£1000.00	£1000.00	Repairs
£2000.00 (R)	£ 0.00	Replacement Street Lights

Training

The Training budget to be adjusted as follows:

2018/2019	2019/2020	
£2500.00	£1000.00	Training

General Fund

The General Fund to be adjusted as follows:

2018/2019	2019/2020	
£ 200.00	£ 200.00	Chairman's allowance
£ 100.00	£ 50.00	Parish Councillors allowance/expenses

Annual Grants

The Parish Council has received a number of requests for additional grants in 2019/2020, however, due to the reduced level of reserves the annual grants will remain the same as 2018/2019:

2018/2019	2019/2020	
£ 800.00	£ 800.00	Cricket Club
£ 400.00	£ 400.00	St Andrews P.C.C.
£ 300.00	£ 300.00	St Andrews School Governors
£ 250.00	£ 250.00	Heartbeat
£ 250.00	£ 250.00	The Link Magazine
£ 300.00	£ 300.00	Age UK Horsham

Other Grants

The Trustees of Copsale Hall requested a grant of £5000.00 in 2017, to assist with the cost of the already approved extension. It was agreed in the 2018/2019 budget that the trustees receive a total grant of £5000.00, split between the 2018/2019 and 2019/2020 budgets. The first £2500.00 will be released when the building works commence. If the grant remains unspent after 4 years, from the date the original grant was approved and available (2nd May 2018), this will be reviewed.

2018/2019	2019/2020	
£2500.00	£2500.00	Copsale Hall Grant (£2500.00 ring fenced from 2018/2019 budget)

Environmental Services

The Environmental Services budget to be adjusted as follows:

2018/2019	2019/2020	
£ 150.00	£ 110.00	Grass Cutting
£ 120.00	£ 120.00	Bus Shelter Cleaning

Community Facilities

The Community Facilities budget to be adjusted as follows:

2018/2019	2019/2020	
£ 330.00	£ 360.00	Website Hosting
Reserves	£ 0.00	General Maintenance Budget
£ 500.00	£ 750.00	Opposite MH Village Store
£1000.00	£1055.00	Mannings Heath Play Equipment Maintenance
£1600.00	£ 300.00	Tree Survey (provision every 18 months)
Reserves	£3000.00	Mannings Heath tree work

General Maintenance within the Parish

The General Maintenance budget to be adjusted as follows:

2018/2019	2019/2020	
Reserves	£2000.00	General Maintenance

Village Gateways (Hamlets)

The general Maintenance budget to be adjusted as follows:

2018/2019	2019/2020	
£2000.00	£ 0.00	Village Gateways

Budget Contingency

The Budget Contingency fund to be adjusted as follows:

2018/2019	2019/2020	
£1000.00	£3000.00	Budget contingency

Full details of the above budget are included in Appendix Budget Meeting Nov 2018.

The sum of **£47,853.27** was held in the Parish Councils bank accounts on 30th September 2018 and from this the following payments have been allocated:

£5,500.00	Elections
£3,044.85	General Maintenance
£ 300.00	Clerks Pension
£2,259.54	Budget Contingency
£2,500.00	Copsale Hall Gant (2018/2019)

£13,604.39

£1,500.00	Replacement Lighting Column (2018/2019 Budget)
£3,275.00	Remedial Tree Works (Tree Survey)
£7,260.00	Quotation to fell 2 x trees (Level 3 Report)
£2,154.00	Replacement Rocker (in addition to S106 funds)

£27,793.39

£47,853.27	Bank Balance
£27,793.39	Allocated Funds

£20,059.88 Available Funds 30th Sept 2018 to 20th April 2019

RESOLVED for the Finance Committee, to recommend to the Full Parish Council meeting on 5th December 2018, that the budget for 2019/2020 should be set at £46,298.00, with a precept of **£46,000.00**.

THE MEETING CLOSED AT 9.10PM