

CHOLSEY PARISH COUNCIL

Minutes of the Finance Committee meeting duly convened and held on Wednesday 22nd March 2023 at 11am at The Pavilion, Station Road, Cholsey

Members present: Cllr D. Bamford (Chair), Cllr J. Collins, Cllr K. Pomlett,

Officers present: C. Bird (Clerk); S. Smith (Assistant Clerk)

Start time: 11.05am

End time: 12.15pm

1. To receive apologies for absence

None received. All Finance Committee members were in attendance.

2. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)

There were none.

3. To receive Declarations of Personal and Pecuniary Interest for any agenda items

There were none.

4. To discuss Terms of Reference for the Finance Committee

New Terms of Reference are being drafted by the Committee and will then be submitted to Full Council for agreement.

5. To discuss/note latest 2022/2023 year-end projections

The latest 2022/2023 accounts at 15th March 2023 were noted.

6. To discuss/note bank account balances and movements between accounts

Account balances and movements between accounts were discussed and noted.

It was agreed to investigate options for savings accounts, with consideration given to interest rates and financial protection schemes.

7. To discuss interim audit report recommendations

Interim audit recommendations were noted and are being actioned.

8. To discuss schedule for future meetings

Next meeting of the Finance Committee to be scheduled for June 2023, date to be confirmed.

Cholsey Parish Council
Annual Budget - By Centre

14:40

		<u>Last financial year</u>		<u>Current Year</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>General Administration</u>									
1076	Precept	135,421	135,421	158,947	158,947	158,947	0	177,971	0	0
1090	Interest Received	100	17	150	29	50	0	0	0	0
	Total Income	135,521	135,438	159,097	158,976	158,997	0	177,971	0	0
4000	Insurance	1,700	1,707	1,750	2,232	2,232	0	2,400	0	0
4005	Audit Fees	1,300	1,150	1,250	1,449	1,150	0	1,200	0	0
4020	Annual Subscriptions	1,200	1,502	1,250	454	1,057	0	1,200	0	0
4025	Website	700	2,062	70	209	209	0	409	0	0
4026	IT Infrastructure	0	0	1,600	1,469	1,450	0	0	0	0
4040	Sundry Expenses	0	35	0	0	0	0	0	0	0
4045	Member's Travel Expenses	30	0	30	0	0	0	0	0	0
4050	Meeting Hall Rental	0	72	300	300	300	0	300	0	0
4055	Professional Fees	0	186	0	0	0	0	0	0	0
4060	Training	300	1,495	2,000	1,576	2,000	0	2,000	0	0
4810	Miscellaneous Purchases	0	56	0	0	0	0	0	0	0
	Overhead Expenditure	5,230	8,265	8,250	7,690	8,398	0	7,509	0	0
	Movement to/(from) Gen Reserve	130,291	127,173	150,847	151,287	150,599		170,462		
110	<u>Accommodation</u>									
4100	Office Rental	2,500	2,500	2,500	2,500	2,500	0	2,750	0	0
	Overhead Expenditure	2,500	2,500	2,500	2,500	2,500	0	2,750	0	0
	Movement to/(from) Gen Reserve	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)		(2,750)		

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		<u>Last financial year</u>		<u>Current Year</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
120	<u>The Burial Ground</u>									
1200	Burial/Memorial Fees	5,000	3,785	3,500	7,393	7,000	0	5,000	0	0
1210	Grass Cutting Income	2,400	4,481	2,200	1,633	2,200	0	2,200	0	0
1900	Miscellaneous Income	0	750	0	0	0	0	0	0	0
	Total Income	7,400	9,015	5,700	9,026	9,200	0	7,200	0	0
4210	Waste Removal	700	612	700	611	880	0	800	0	0
4240	Mortgage (PWL B) - Wall Repairs	1,001	1,001	1,001	1,001	1,001	0	1,001	0	0
4500	Water	100	0	130	243	300	0	200	0	0
4505	Maintenance	0	180	1,700	329	1,250	0	1,500	0	0
4600	Grass Cutting	6,000	5,390	6,000	6,125	7,350	0	7,000	0	0
4635	Pest Control	600	420	840	770	1,008	0	900	0	0
	Overhead Expenditure	8,401	7,603	10,371	9,079	11,789	0	11,401	0	0
	120 Net Income over Expenditure	-1,001	1,412	-4,671	-53	-2,589	0	-4,201	0	0
6000	plus Transfer from EMR	0	180	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,001)	1,592	(4,671)	(53)	(2,589)		(4,201)		
130	<u>Staff</u>									
1080	Grants & Loans	1,500	0	0	0	0	0	0	0	0
1901	OPW Grant Day Centre	1,000	0	0	0	0	0	0	0	0
1902	Local group wages contribution	2,500	2,537	10,600	8,392	8,277	0	0	0	0
1903	Income MHSW	200	90	150	0	0	0	250	0	0
	Total Income	5,200	2,627	10,750	8,392	8,277	0	250	0	0

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Cholsey Parish Council
Annual Budget - By Centre

14:40

		<u>Last financial year</u>		<u>Current Year</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4040	Sundry Expenses	400	0	100	82	150	0	100	0	0
4300	Clerk Salary	16,245	13,610	0	0	0	0	0	0	0
4302	Assistant Clerk	0	2,072	0	0	0	0	0	0	0
4305	Estate Manager Salary	12,095	9,913	0	0	0	0	0	0	0
4310	Maintenance Person	6,822	6,004	0	0	0	0	0	0	0
4315	Casual Wages/Sick Pay	300	0	0	0	0	0	0	0	0
4320	Mental Health SW	3,876	3,638	0	0	0	0	0	0	0
4325	Elderley Person Worker	9,832	5,485	0	0	0	0	0	0	0
4326	Environmental Coordinator	2,121	2,891	0	0	0	0	0	0	0
4329	Staff wages	0	0	90,438	66,718	73,000	0	80,500	0	0
4330	PAYE & Employee NIC	0	2,102	0	4,838	7,840	0	0	0	0
4335	Employer NIC	1,900	418	1,000	3,228	2,180	0	1,700	0	0
4336	Employer pension contributions	1,700	1,586	1,000	1,547	1,775	0	500	0	0
4345	Mileage & Travel Expenses	100	0	100	120	100	0	50	0	0
4357	MHSW expenses	500	202	500	237	400	0	250	0	0
4360	OPW Sundry Costs	200	279	200	0	0	0	0	0	0
4710	Family Support Worker	9,318	3,048	0	0	0	0	0	0	0
	Overhead Expenditure	65,409	51,248	93,338	76,770	85,445	0	83,100	0	0
	Movement to/(from) Gen Reserve	(60,209)	(48,621)	(82,588)	(68,378)	(77,168)		(82,850)		
140	Office									
1900	Miscellaneous Income	0	0	208	208	0	0	0	0	0
	Total Income	0	0	208	208	0	0	0	0	0

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		<u>Last financial year</u>		<u>Current Year</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4040	Sundry Expenses	0	0	100	121	156	0	100	0	0
4055	Professional Fees	0	0	0	378	378	0	500	0	0
4210	Waste Removal	0	78	0	0	0	0	0	0	0
4400	Printing	0	91	0	483	360	0	360	0	0
4405	Office Supplies/Stationery	500	196	400	395	250	0	250	0	0
4410	Postage	200	0	100	8	10	0	10	0	0
4415	Telephone/Broadband	800	598	700	798	1,070	0	500	0	0
4420	Office Equipment	2,000	767	500	656	875	0	200	0	0
4425	Photocopier Contract	600	160	400	55	220	0	250	0	0
4427	Payroll	540	8,254	540	657	648	0	700	0	0
4430	Accounts Software	130	124	130	241	130	0	175	0	0
4435	IT Support	200	0	0	1,610	1,936	0	2,000	0	0
4720	Contingencies	0	0	50	0	0	0	0	0	0
4810	Miscellaneous Purchases	0	0	0	1	0	0	0	0	0
	Overhead Expenditure	4,970	10,269	2,920	5,403	6,033	0	5,045	0	0
	Movement to/(from) Gen Reserve	(4,970)	(10,269)	(2,712)	(5,195)	(6,033)		(5,045)		
150	Allotments									
1500	Allotment Rents	2,000	2,580	2,350	2,276	2,260	0	2,420	0	0
1900	Miscellaneous Income	0	0	0	500	500	0	0	0	0
	Total Income	2,000	2,580	2,350	2,776	2,760	0	2,420	0	0
4055	Professional Fees	0	67	0	0	0	0	0	0	0
4440	Allotment Software	125	124	0	231	56	0	175	0	0

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		<u>Last financial year</u>		<u>Current Year</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4500	Water	800	1,192	1,000	430	400	0	500	0	0
4505	Maintenance	500	105	1,000	652	1,430	0	500	0	0
4810	Miscellaneous Purchases	0	38	0	0	0	0	0	0	0
Overhead Expenditure		1,425	1,526	2,000	1,312	1,886	0	1,175	0	0
150 Net Income over Expenditure		575	1,053	350	1,464	874	0	1,245	0	0
6001	less Transfer to EMR	0	0	0	500	0	0	0	0	0
Movement to/(from) Gen Reserve		575	1,053	350	964	874		1,245		
160	<u>Open Spaces</u>									
1705	Verge Cutting Grant	2,000	1,759	1,759	1,759	1,759	0	1,759	0	0
1710	Tennis Club Lease	0	260	0	0	0	0	0	0	0
1899	CHEC donations	0	0	0	1,280	1,280	0	0	0	0
1900	Miscellaneous Income	500	2,692	500	1,188	516	0	600	0	0
Total Income		2,500	4,710	2,259	4,227	3,555	0	2,359	0	0
4040	Sundry Expenses	0	0	25	19	25	0	25	0	0
4210	Waste Removal	100	0	100	3	3	0	100	0	0
4505	Maintenance	500	253	500	2,820	200	0	500	0	0
4600	Grass Cutting	6,000	5,210	6,000	4,103	4,000	0	5,000	0	0
4601	Maintenance equipment	0	0	0	329	329	0	300	0	0
4615	Equipment Replacement	0	77	0	0	0	0	0	0	0
4620	Fuel	50	20	50	47	50	0	50	0	0
4621	CHEC Expenditure	0	1,033	3,000	1,991	2,500	0	2,000	0	0
4625	Play Equipment Repairs	400	139	400	0	0	0	0	0	0

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		<u>Last financial year</u>		<u>Current Year</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4627	Skate Park	0	129,872	0	0	0	0	1,000	0	0
4635	Pest Control	800	980	850	770	1,008	0	1,100	0	0
4640	Safety Inspections	275	0	140	146	150	0	540	0	0
4645	Dog Waste Disposal	1,200	3,767	3,000	3,597	3,781	0	1,560	0	0
4650	Weed Control	500	0	0	0	0	0	0	0	0
4655	Tree & Hedge Maintenance	2,500	2,255	3,000	10,617	12,000	0	12,000	0	0
4660	Sundry Works	600	0	600	85	725	0	500	0	0
4665	Vandalism	100	0	100	0	0	0	0	0	0
4810	Miscellaneous Purchases	0	26	0	222	0	0	0	0	0
	Overhead Expenditure	13,025	143,632	17,765	24,749	24,771	0	24,675	0	0
	160 Net Income over Expenditure	-10,525	-138,922	-15,506	-20,522	-21,216	0	-22,316	0	0
6000	plus Transfer from EMR	0	129,872	0	2,956	0	0	0	0	0
6001	less Transfer to EMR	0	2,197	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,525)	(11,248)	(15,506)	(17,566)	(21,216)		(22,316)		
170	Sundries									
1085	CIL	0	75,622	0	139,932	0	0	0	0	0
1700	Bluebirds Pavilion Lease	90	0	90	65	65	0	75	0	0
1710	Tennis Club Lease	150	0	150	130	260	0	150	0	0
1950	Summer Play Scheme - inc	100	583	500	0	300	0	200	0	0
	Total Income	340	76,205	740	140,127	625	0	425	0	0
4700	S137 Donations	1,500	1,200	2,000	8,750	8,750	0	5,000	0	0
4705	Citizens Advice Bureau	900	0	900	0	900	0	900	0	0

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		<u>Last financial year</u>		<u>Current Year</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4715	Election Costs	0	0	0	0	0	0	200	0	0
4720	Contingencies	500	0	500	0	0	0	0	0	0
4722	Youth Club Grant	2,300	2,300	5,000	5,000	5,000	0	0	0	0
4725	Library Organiser	3,000	3,000	3,000	3,000	3,000	0	3,000	0	0
4730	Summer Play Scheme - exp	1,400	496	1,500	1,776	1,386	0	1,500	0	0
4731	Defibrillators	0	0	200	0	0	0	200	0	0
	Overhead Expenditure	9,600	6,996	13,100	18,526	19,036	0	10,800	0	0
	170 Net Income over Expenditure	-9,260	69,209	-12,360	121,601	-18,411	0	-10,375	0	0
6001	less Transfer to EMR	0	75,622	0	139,932	0	0	0	0	0
	Movement to/(from) Gen Reserve	(9,260)	(6,412)	(12,360)	(18,331)	(18,411)		(10,375)		
176	<u>Neighbourhood Plan</u>									
4040	Sundry Expenses	0	545	0	0	0	0	0	0	0
4051	Neighbourhood Plan - exp	0	0	500	7,259	7,259	0	500	0	0
	Overhead Expenditure	0	545	500	7,259	7,259	0	500	0	0
	Movement to/(from) Gen Reserve	0	(545)	(500)	(7,259)	(7,259)		(500)		
177	<u>Fundraising Projects</u>									
1920	Fundraising donations	0	500	0	0	0	0	0	0	0
	Total Income	0	500	0	0	0	0	0	0	0
4810	Miscellaneous Purchases	0	300	0	0	0	0	0	0	0
	Overhead Expenditure	0	300	0	0	0	0	0	0	0

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		<u>Last financial year</u>		<u>Current Year</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	177 Net Income over Expenditure	0	200	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	500	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(300)	0	0	0		0		
180	<u>The New Pavilion</u>									
4505	Maintenance	0	32,290	2,000	0	0	0	2,000	0	0
4800	Mortgage (PWLB)	27,753	27,753	27,753	27,753	27,753	0	27,753	0	0
	Overhead Expenditure	27,753	60,043	29,753	27,753	27,753	0	29,753	0	0
	Movement to/(from) Gen Reserve	(27,753)	(60,043)	(29,753)	(27,753)	(27,753)		(29,753)		
190	<u>Childrens Centre</u>									
1900	Miscellaneous Income	0	3,600	0	0	0	0	0	0	0
	Total Income	0	3,600	0	0	0	0	0	0	0
4040	Sundry Expenses	0	302	0	0	0	0	0	0	0
4915	Childrens Centre Running Costs	0	0	100	326	326	0	0	0	0
4930	Childrens Centre Team Leader	10,140	9,117	0	0	0	0	0	0	0
4935	Childrens Centre Support Worke	13,173	12,138	0	0	0	0	0	0	0
4937	Childrens Centre Extension	0	1,903	0	0	0	0	0	0	0
	Overhead Expenditure	23,313	23,460	100	326	326	0	0	0	0
	Movement to/(from) Gen Reserve	(23,313)	(19,860)	(100)	(326)	(326)		0		

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	<u>Last financial year</u>		<u>Current Year</u>				<u>Next year draft budget</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	152,961	234,675	181,104	323,732	183,414	0	190,625	0	0
Expenditure	161,626	316,388	180,597	181,366	195,196	0	176,708	0	0
Net Income over Expenditure	<u>-8,665</u>	<u>-81,712</u>	<u>507</u>	<u>142,366</u>	<u>-11,782</u>	<u>0</u>	<u>13,917</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	130,052	0	2,956	0	0	0	0	0
less Transfer to EMR	0	78,319	0	140,432	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(8,665)</u>	<u>(29,980)</u>	<u>507</u>	<u>4,891</u>	<u>(11,782)</u>		<u>13,917</u>		