

## Minutes of the Finance, Governance and Personnel Committee

Venue: The Pavilion, Meriden Sports Park – Monday 10<sup>th</sup> July at 7.30 p.m.

Present: Cllr Hughes, Cllr Campbell and Cllr Woollard  
H Jennings (Parish Clerk, taking minutes)  
Cllrs Eburne observed virtually

0 residents were present at the venue.

**1. To Receive Apologies**

Apologies received from Councillor Eggar, Councillor Woollard is present at meeting as Cllr Eggars nominated substitution. Councillor Hughes chairing meeting in absence of FGP Chair.

**2. Declarations of Personal or Prejudicial Interests**

None

**3. Democratic Half Hour**

No members of public were in attendance.

**4. To approve minutes of FGP Committee Meeting Monday 12<sup>th</sup> June 2023**

**RESOLVED** *Minutes of meeting held on 12<sup>th</sup> June 2023 approved by Members to be a true and accurate record. Proposed by Cllr Hughes and seconded by Cllr Woollard. . All in agreement.*

**5. Budget**

The committee discussed the current year budget and the need to make revisions to better reflect the projected spending for the remainder of the financial year. Following discussions the committee will draft a revised budget to be presented to council for consideration.

**6. Quarter One Financial Report**

For the Committee to receive the from

The Responsible Finance Officer presented the financial report to the committee – Appendix A.

**RESOLVED** *Approval of Quarter One Bank reconciliation proposed by Cllr Hughes and seconded by Cllr Campbell. All in agreement.*

**RESOLVED** *Approval of Quarter One Budget Monitoring proposed by Cllr Hughes and seconded by Cllr Woollard.. All in agreement.*

**7. Update on Banking**

The Clerk updated the Committee on progress made switching to Unity Bank, all signatories have signed the agreement and all requested documentation sent off. Clerk to update when accounts are open.

**8. Internal Audit Report**

With the employment of a new RFO and changes to financial procedures, the committee discussed arranging an auditor to complete a 6 month review. Clerk to provide quotes from auditors for agreement.

Signed \_\_\_\_\_ Chair \_\_\_\_\_ Date \_\_\_\_\_

**9. Allotment Quotes**

The PTEC committee presented their recommendations for the quotes received for remedial works to the allotments at Leys Lane. (Appendix C)  
Committee suggested the project be funded by grant. Councillors Wollard and Hughes to investigate HS2 funding bids and other sources of grant funding. Clerk to contact National Allotment Society to discuss potential funding options.

**10. Costco Renewal**

The Costco membership is due to lapse next month. Committee felt there is no need to re-apply and to support local businesses by shopping locally instead.

**11. Website Quotes**

The PTEC committee presented their recommendations for the quotes received for creation of a new and much improved website. (Appendix D)  
The committee discussed the need for a new website and the cost implications as the council has already exceeded the advertising/website budget for 23/24, set at £200. Cllr Eburne, Cllr Hughes and clerk to liase with company.

**RESOLVED** *Councillor Hughes proposed the committee moved £2000 from budget heading Clerk CPD to fund the new website, as Clerks training this year (CILCA) is expected to total approximately £900 of the £3000 budgeted. Councillor Campbell seconded this and all were in agreement.*

**12. Any Other Business**

Items for next agenda

Committee suggested a review of standing orders would be prudent. Cllr Woollard asked about scrolls, Clerk to investigate.

Chair closed meeting at 21:20.



**Clerk to the Parish**

ed 4/7/2023

Signed \_\_\_\_\_ Chair \_\_\_\_\_ Date \_\_\_\_\_

# BUDGET MONITORING

Changes have been made to the way approved budget for 2023-2024 is presented as earmarked and general reserves were previously included as both income and expenditure, culminating in an inaccurate representation of the budget spend for the year.

Note: No budget headings or allocated spend figures have changed, awaiting discussion and feedback from FGP committee.

Code	Exenditure	Budget	Cost Q1	Cost Q2	Cost Q3	Cost Q4	TOTAL	% Spend	Comment
1000/1	Clerk's Salary	19484	5198.68				5198.68	27%	
1000/2	Tax	1507	707.2				707.2	47%	
1000/3	Pension	7709	664.59				664.59	9%	
1000/4	National insurance	3310	1039.5				1039.5	31%	
<b>STAFF COST</b>		<b>£32,010.00</b>	<b>£ 7,609.97</b>	<b>0</b>	<b>0</b>		<b>7609.97</b>	<b>24%</b>	
1001	Recruitment/Selection	500	108				108	22%	
1002	DBS Checks	440	-				0	0%	
1005	Staff Expenses	300	-				0	0%	
1010	Councillor Expenses	100	-				0	0%	
1015	Training & Profesional Development	800	90				90	11%	
1025	Chair's Allowance	1500	375				375	25%	
1030	Home Working Allowance	624	312				312	50%	
1050	Insurance	2500	2830.77				2830.77	113%	
1060/3	ICT & Technical Support	1293	4060.35				4060.35	314%	
1060/4	AdvantEdge Finance & Support	330	701.16				701.16	212%	
1095	Clerk Mobile Telephone	1450	140.05				140.05	10%	Landline. Broadband?
1110	Subscriptions/Publications	1188	692.5				692.5	58%	
1115	Professional	1500	705				705	47%	
1120	Advertising/Marketing/Website	200	190				190	95%	
1125	Printing/Photocopying	200	-				0	0%	
1135	Stationery	200	415.66				415.66	208%	
1140	Postage	50	27.84				27.84	56%	
1180/3	Locum Clerk (sickness/vacant 3 mths)	15000					0	0%	
1180/4	CPD/CiCA/ILCA (New Clerk Appt)	3000					0	0%	
HJ	Office	0	63.42						
<b>ADMINISTRATION COST</b>		<b>£31,175.00</b>	<b>£ 10,711.75</b>				<b>10711.75</b>	<b>34%</b>	
1100	Venue Hire	150					0	0%	
	Parish Assembly ( food)						0	#DIV/0!	
	Election Costs						0	#DIV/0!	
<b>MEETINGS &amp; ELECTION COST</b>		<b>£150.00</b>	<b>0</b>				<b>0</b>	<b>0%</b>	
1060/1	Street Furniture Bus Shelters/Benches	6050	516.24				516.24	9%	
1060/2	Groundwork/Village Green/Planters	5500	385				385	7%	
1060/5	Dog Bins	500					0	0%	
1060/7	Defibrillator Service/Maintenance GF	437					0	0%	
1180/01	Street Furniture	4000					0	0%	
<b>MAINTENANCE COST</b>		<b>£16,487.00</b>	<b>£901.24</b>					<b>0%</b>	
1141/3	Flag Raising Duties	450					0	0%	
1165	Bloom	0					0	#DIV/0!	
1170	British Legion Poppy Appeal	335					0	0%	
1194	Allotments	6650	200				200	3%	
1300	Volunteers	150	150				150	100%	
1305	Covid-19	180	31.32				31.32	17%	
1400	Events	1000	2583.57				2583.57	258%	
1180/05	Tree of Thought	500					0	0%	
1180/6	Climate Change/Green Planting	2500					0	0%	
1180/7	Youth Council (Start Up)	500					0	0%	
<b>PARISH WORK COST</b>		<b>£12,265.00</b>	<b>£ 2,964.89</b>					<b>0%</b>	

Code	Expenditure	Budget	Cost Q1	Cost Q2	Cost Q3	Cost Q4	TOTAL	% Spend	Comment
1141	GPC Community Donations/Grants	450					0	0%	
<b>DONATIONS COST</b>		<b>£450.00</b>	<b>£ -</b>					<b>0%</b>	
1145	Community Speed Watch	200					0	0%	
<b>CRIME PREVENTION COST</b>		<b>£13,365.00</b>	<b>£ -</b>				<b>0</b>	<b>0%</b>	
1190/5	Warm Hub Project	?	296.51				296.51		
1190/11	Christmas Lights	?	1900				1900		
							0		
<b>TOTAL COST</b>		<b>£99,319.50</b>	<b>£ 24,384.36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>£ 24,384.36</b>	<b>25%</b>	

Budget for 2023/2024 £99,319.50

VAT to be claimed £1,740.20

Bank Balance as of 1/4/2023 £156,863.24

Receipts Received £50,439.37

Cash Book Balance: £181,178.05

Total Payments £24,384.36

Statement of Allocated Funds

Description	Carried forward from 22/23	Budgeted Spend?	Total carried forward to 2023/24
1190/1 Neighbourhood Plan	£5,000.00	?	£5,000.00
1190/2 Local Council Award Scheme	£500.00	?	£500.00
1190/3 Meriden Pool	£5,000.00	?	£5,000.00
1190/4 Meriden Library	£5,000.00	?	£5,000.00
1190/5 Warm Hub Project	£5,000.00	£296.51	£4,703.49
1190/6 Capital Receipt CIL	£1,855.00	?	£1,855.00
1190/7 CONTESTED ELECTION 2023	£4,000.00	?	£4,000.00
1190/8 GDPR	£500.00	?	£500.00
1190/9 Meriden Memorials	£6,000.00	?	£6,000.00
1190/10 Enforcement Officer Hours	£8,800.00	?	£8,800.00
1190/11 Christmas Lights	£1,900.00	1900	£0.00
1190/12 Assistant Clerk Costs Oct22-Mar23	£15,000.00	?	£15,000.00
1190/13 Meriden in Bloom	3000	?	£3,000.00
	£61,555.00		£56,358.49

General Reserves as of 1/04/2023: £95,308.24

CIL Register

Date Received	Amount	Spent	Total	Expire
1	1855			
2				
3				

Income	Budget	Q1	Q2	Q3	Q4	23/24
Precept	£ 63,042.00	31669.5				£ 31,669.50
Allotment Tenancy Rent 10% Increase	£ 880.00	300				£ 300.00
Interest on Business Account	£ -					£ -
Interest on Base Rate Tracker	£ 120.00	357.31				£ 357.31
VAT Refund HMRC	£ 5,200.00	10234.92				£ 10,234.92
MSP Reimbursement Salary Costs	£ 5,725.00	6114.6				£ 6,114.60
Warm Hub Project HoE Funding	£ 1,000.00	767.56				£ 767.56
Covid-19	£ 1,000.00	-				£ -
Youth Council	£ 500.00	-				£ -
NRS contribution (Bloom Sponsorship)	£ 2,000.00	-				£ -
A & A Recycling (Bloom Sponsorship)	£ 1,000.00	-				£ -
Sponsorship of Christmas Lights	£ 4,000.00	-				£ -
Other		995.48				£ 995.48
Income	£ 84,467.00	£ 50,439.37	£ -	£ -	£ -	£ 50,439.37

# BANK RECONCILIATION

Bank Reconciliation Statement  
at 30th June 2023



Bank Balance at 01/04/23	156863.24
Receipts Received	50439.37
Less Payments Made	26124.56
Balance as per cash book	<b>181178.05</b>

Balance as per bank statements

Barclays Current Account	6131	
Barclays Business Account	175027.12	
		181158.12
<u>Unrepresented payments</u>		
Barclaycard (Charges)	19.93	

Adjusted Bank Balance **181178.05**

**APPENDIX C**

## Allotment Quotes

3 contractors conducted site visit, quotes to be considered by finance committee -

Quotes not including VAT

	Details	Quote
Contractor A	Installation of hardcore path 1m x approx 150m, using MOT type 1 with timber edging. Arboriculture works to include the thinning out of spinney area, removal of dead or dying trees, reductions where possible around perimeter to allow more light into allotment. Vegetation works to include cut back to permitre hedgeline, removal of dumped item's and back fill pond. All vegetation at lower end of allotments to be removed to ground level and arsings removed from site, excluding fruit trees. Area's cleared are to be cultivated and left as new allotment plots, size and number of plots TBC.	£19,152.65
Contractor B	Clear overgrown trees and vegetation around the boundary and reduce height to form a manageable hedge. Price includes clearing all standing visible growth. Also once the boundary in the top corner is confirmed the quote can be adjusted. This price includes clearing all but a boundary hedge. Install a 1 metre wide path the length of the allotments down the one side with timber edge boards and type 1 MOT sub base. Install 4 raised beds using softwood sleepers approx 4mx2m and 0.6m high. Install 6 double compost bins using concrete slotted posts and gravel boards.	£16,300.00 Path gravel top layer would be an extra £800.00
Contractor C	-	Unable to provide quote

**APPENDIX D**

## Website Quotes

	Details
Company A	£749 +VAT = design, build, migration £21.85 +VAT = monthly website hosting <i>Additional Costs</i> £126 +VAT = registration of .gov.uk domain for first 2 years (£88+VAT after)
Company B	£700 +VAT (includes £100 clerk SLCC discount) = site set up £299 +VAT = annual website access & support <i>Additional Costs</i> £350 +VAT = 14 hours content input incl. transferring documents to new site £100 +VAT = .gov.uk domain renewal Total £999 +VAT in year 1
Company C	Costings: £750 +VAT = site build <i>Additional Costs</i> SEO management/input Domain Hosting

Signed \_\_\_\_\_ Chair \_\_\_\_\_ Date \_\_\_\_\_