SPRINGFIELD PARISH COUNCIL
MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING
HELD ON 8th NOVEMBER 2021 AT 7.00P.M.
SPRINGFIELD PARISH CENTRE

PRESENT M Girling, R Lee, Y Spence (Chairman) S Sullivan and A Chong.

In attendance: Clerk to the Council and Deputy Clerk to the Council

30 APOLOGIES FOR ABSENCE - Cllrs: S Byrne-Lagrue, C Garrett

31 MINUTES OF THE COMMITTEE MEETING HELD ON 13th September 2021

RESOLVED: that the minutes of the meeting be approved and signed as a correct record.

32 CO-OPTION OF NON-COMMITTEE MEMBERS

RESOLVED: that Cllr A Chong was co-opted to represent Cllr C. Garrett.

33 DECLARATIONS OF INTEREST & DISPENSATIONS

RESOLVED: Cllr Y Spence and S Sullivan declared a non-pecuniary interest in minute 42.2 (Beaulieu Park)

34 QUESTIONS FROM MEMBERS OF THE PUBLIC & PRESS – none were in attendance.

35 RISK ASSESSMENTS

(a) Work Unit & Equipment – no significant risks to report.

(b) Parish Council Offices – no significant risks to report.

36 FINANCIAL MATTERS

36.1 **Budget Report**
Members received the budget report for September – October 2021

RESOLVED: that the information attached at Appendix A be noted.

36.2 **Bank Balances & Investments**
Members received a statement of the Council's bank accounts and investments.

Current A/c	£ 50,000.00
Business Premium A/c	£ 332,069.52 (includes 2nd half of precept)
CCLA	£ 312,481.90

36.3 **Franking Machine**
Members received costs and clarifications from all three companies and

REOSLVED: a 2 year rental agreement with Frama with effect from 01.01.2022

36.4 **Changes in financial processes**
Members received a report on financial processes and

RESOLVED that:

i. Direct debits will be set up for ICO, Forest Communications, UGP (utility supplier) and Anglian Water/WAVE
ii. Salaries – RFO will request further information from All numbers Accountants and report back to members at a future meeting about outsourcing salary processing.
iii. Fax and fax line will be removed (01245 461972)
iv. Broadband/Telephone lines - the following changes were agreed:
    - Transfer of 2 x broadband connections from BT to Forest Communications at a cost of £34.98 x 2 per month.
    - Upgrade of telephone system to a new platform with Forest Communications at no added costs with a 3 year contract signing (1 year left on the current contract)
    - Transfer of the building alarm system from an analogue line (01245 469207 to be removed) to an existing broadband line.
    - A one-off fee of £214 + VAT will be paid to alarm company Protect and Detect to transfer the system over to digital.

37 **Annual Governance & Accountability Return**
Members were advised that PKF Accountants had confirmed that the AGAR had been met in accordance with proper practices and no further actions were required and thanked the Clerk and RFO for their support.

RESOLVED: the information be noted

38 **Interim Internal Audit Report 2021/2022**
Members received Internal Audit from Heelis & Lodge report and thanked the Clerk and RFO for their support.

RESOLVED: the report be received and noted

39 **Essex Heritage Trust**
Members received information regarding the support that Essex Heritage Trust could provide.

RESOLVED: the information be noted

40 **Environment and Leisure**
Members considered on request from E&L committee towards the costs of removal of Soil & Vegetation from Allotment Site (minute number 37 of E&L meeting 01.11.2021)

RESOLVED: E&L committee be granted £479 + VAT towards the cost of soil removal from the allotment site, the remainder will be from E&L contingency.

41 **Handy person equipment**
Members considered the need to purchase IT equipment for staff

RESOLVED: that the RFO obtains costs for a new mobile phone versus a tablet and reports back at the next meeting.

42 PRECEPT 2022/2023

42.1 **Finance & Policy Committee Budget 2022 – 2023 (including Earmarked Reserve Balances)**

Members received and agreed the committee budget in the sum of £238,140 for the 2022/23 financial year.

RESOLVED:

(a) That the F&P budget for the 2022/2023 financial year is set at £238,140 as attached at Appendix B

(b) EMR balances at 1st April 2022 will be:

3111 CIL Tax	brought forward balance
3110 Handyperson Unit	£4,500
3120 Mower Fund	£100
3130 Vehicle Fund	£12,000
3310 Photocopier Fund	£600
3150 Beaulieu Community Trust	brought forward balance plus £14000
3152 Pantomime	£0
3200 Parish Centre Management reserve	brought forward balance plus £20,000

42.2 **Council Precept for 2022 – 2023**

Members received and considered the precept total of £430,483.

RECOMMENDED: that the parish council precept requirement to be submitted to Chelmsford City Council will be £430,483 as per attached details at Appendix C.

Cllr Y. Spence
Meeting closed at 8.30pm.

Signed ....

Date 14/2/22

Appendix A

Date: 01/11/2021
Time: 13:57:18

Springfield Parish Council
Budget Report

From: Month 6, September 2021
To: Month 7, October 2021

Chart of Accounts: Finance and Policy Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
4001 BPA interest	5.33	45.52	0.00	5.33	11.31	0.20	0.00	11.31
4004 CCLA	6.38	54.48	0.00	6.38	47.99	0.86	0.00	47.99
4006 Miscellaneous	0.00	0.00	0.00	0.00	5,500.00	98.67	0.00	5,500.00
4134 Photocopy / post income	0.00	0.00	0.00	0.00	14.75	0.26	0.00	14.75
	11.71	100.00	0.00	11.71	5,574.05	100.00	0.00	5,574.05
Finance & Policy								
5011 Handymen Unit - Water charges	0.00	0.00	0.00	0.00	193.37	3.47	170.00	(23.37)
5010 Handymen - vehicle	699.80	5,976.09	0.00	(699.80)	3,450.32	61.90	1,900.00	(1,550.32)
5013 Handymen - Workmen's unit - r	220.80	1,885.57	0.00	(220.80)	883.24	15.85	1,550.00	666.76
5014 Handymen - Workmen's unit - e	232.29	1,983.69	0.00	(232.29)	472.46	8.48	400.00	(72.46)
5[illegible] Handymen - health and safety	0.00	0.00	0.00	0.00	46.67	0.84	150.00	103.33
[illegible] Handymen - bin hire	958.10	8,181.90	0.00	(958.10)	958.10	17.19	1,916.00	957.90
[illegible] Handymen - clothing and boots	0.00	0.00	0.00	0.00	375.32	6.73	400.00	24.68
5019 Handymen - equipment	67.47	576.17	0.00	(67.47)	243.85	4.37	500.00	256.15
5020 Handymen - petrol	403.60	3,446.63	0.00	(403.60)	1,314.02	23.57	2,000.00	685.98
5021 Handymen - machinery mainten	0.00	0.00	0.00	0.00	17.30	0.31	300.00	282.70
5022 Handymen - general maintenan	83.16	710.16	0.00	(83.16)	314.95	5.65	150.00	(164.95)
5029 Handymen - salaries	9,802.74	83,712.55	0.00	(9,802.74)	37,748.27	677.21	56,000.00	18,251.73
5032 Handymen petty cash	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
5050 Parish Council staff - salaries	21,348.25	182,307.86	0.00	(21,348.25)	73,003.98	1,309.71	140,000.00	66,996.02
5060 Internal Audit	210.00	1,793.34	0.00	(210.00)	186.25	3.34	400.00	213.75
5061 External audit	1,300.00	11,101.62	0.00	(1,300.00)	2,345.00	42.07	2,250.00	(95.00)
5080 - Donations GPC	0.00	0.00	0.00	0.00	500.00	8.97	500.00	0.00
5110 Courses & Training	245.00	2,092.23	0.00	(245.00)	355.00	6.37	1,000.00	645.00
5129 Postage	50.00	426.99	0.00	(50.00)	50.00	0.90	300.00	250.00
5120 Telephone	85.44	729.63	0.00	(85.44)	842.16	15.11	2,000.00	1,157.84
5130 Stationery	80.69	689.07	0.00	(80.69)	478.24	8.58	700.00	221.76
5131 PC insurance	0.00	0.00	0.00	0.00	3,771.53	67.66	4,500.00	728.47
5132 Office furniture/equipment	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
5140 Photocopier	0.00	0.00	0.00	0.00	220.80	3.96	300.00	79.20
5145 PC - rates	441.60	3,771.14	0.00	(441.60)	1,766.47	31.69	3,100.00	1,333.53
5150 Bank charges	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.00
5160 Subscriptions	0.00	0.00	0.00	0.00	(262.97)	(4.72)	2,045.00	2,307.97
5161 Gas	82.58	705.21	0.00	(82.58)	262.51	4.71	1,200.00	937.49
5[illegible] Electricity	149.62	1,277.71	0.00	(149.62)	545.77	9.79	2,000.00	1,454.23
5[illegible] Professional fees	0.00	0.00	0.00	0.00	936.67	16.80	500.00	(436.67)
520u Chairman's allowance	0.00	0.00	0.00	0.00	104.24	1.87	250.00	145.76
5211 Lift Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5210 Community Police	23.10	197.27	0.00	(23.10)	65.70	1.18	100.00	34.30
5230 Computers/ technology	731.00	6,242.53	0.00	(731.00)	5,119.75	91.85	6,500.00	1,380.25
5300 Website	430.00	3,672.08	0.00	(430.00)	820.00	14.71	2,000.00	1,180.00
5301 Clerk's Petty cash	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
5307 HR / personnel	472.82	4,037.75	0.00	(472.82)	1,746.12	31.33	4,500.00	2,753.88
5501 Publicity & Advertising annual r	15.05	128.52	0.00	(15.05)	64.15	1.15	100.00	35.85
	38,133.11	325,645.69	0.00	(38,133.11)	138,939.24	2,492.61	240,611.00	101,671.76
Net Profit/(Loss):	(38,121.40)	(325,545.69)	0.00	(38,121.40)	(133,365.19)	(2,392.61)	(240,611.00)	107,245.81

Appendix B

SPRINGFIELD PARISH COUNCIL - FINANCE & POLICY BUDGET 2022 - 2023

n/code	ITEM	2021 - 22 budget	6 mth spend	2022 - 2023 budget	Comments
5010	Handymen - vehicle	£1,900.00	£3,450.32	£1,900.00	Extensive repairs were needed to van this year - next year spend not expected to be so high
5011	Handymen - Water charges Unit	£170.00	£193.37	£200.00	Increase - expected water charges increase
5013	Handymen - Work unit council tax	£1,550.00	£772.84	£1,570.00	slight increase - expected in council tax CHANCELLOR BUDGET MAY WITHDRAW THIS
5014	Handymen - Work unit electricity	£400.00	£393.55	£600.00	increase - expected electricity charge increase
5015	Handymen Health & Safety	£150.00	£46.67	£150.00	No change
5016	Handymen - bin hire	£1,916.00	£958.10	£1,955.00	2% expected increase
5018	Handymen - clothing and boots	£400.00	£375.32	£400.00	No change
5019	Handymen - equipment	£500.00	£201.38	£500.00	No major new equipment required
5020	Handymen - petrol	£2,000.00	£1,159.71	£2,000.00	No change
5021	Handymen - machinery maintenance	£300.00	£17.30	£300.00	No change - equipment manintenance to be done in winter months
5022	Handymen - general maintenance	£150.00	£231.79	£250.00	slight increase - purchase of waste sacks increased
5029	Handymen - salaries	£56,000.00	£32,846.90	£62,195.00	
5032	Handymen - petty cash (inc mobile)	£50.00	£0.00	£0.00	Removal of petty cash
5040	F&P Miscellaneous	£0.00	£0.00	£0.00	
5050	Parish Council staff salaries	£140,000.00	£62,329.00	£133,000.00	
5060	Internal Audit	£400.00	£424.00	£440.00	slight increase to allow for supplier increase
5061	External Audit / accounts	£2,250.00	£2,345.00	£2,400.00	slight increase account charges
5080	Donations GPCompetence	£500.00	£500.00	£500.00	no change
5100	Elections	£0.00	£0.00	£0.00	increase 2022 election year - costs for admin to CCC
5110	Courses	£1,000.00	£230.00	£1,000.00	No change
5120	Telephone & internet	£2,000.00	£756.72	£1,000.00	This could reduce - depending on decisions made at F&P 08.11.21 meeting
5129	Franking Machine / postage	£300.00	£0.00	£450.00	£350.00 machine / £550.00 postage - depending on decisions made at F&P 08.11.21 meeting
5130	Stationery	£700.00	£437.85	£600.00	reduction
5131	Parish Council Insurance	£4,500.00	£3,771.53	£4,000.00	slight reduction - new insurer
5132	Office furniture / equipment	£250.00	£0.00	£250.00	No change
5140	Photocopier	£300.00	£220.80	£350.00	slight increase based on spend to date.
5145	PC Council Tax	£3,100.00	£1,545.67	£3,150.00	Increase ----- CHANCELLOR BUDGET MAY WITHDRAW THIS
5150	Bank Charges	£30.00	£0.00	£30.00	No change
5160	Subscriptions	£2,045.00	£1,854.00	£2,100.00	slight increase to allow for supplier increase
5161	Gas	£1,200.00	£226.87	£1,200.00	No change winter period to come
5171	Electricity	£2,000.00	£465.35	£2,000.00	No change winter period to come
5172	Professional fees	£500.00	£936.67	£500.00	no change - unexpected fee for admin support
5200	Chairman's Allowance	£250.00	£104.24	£250.00	No change
5210	Community Policing	£100.00	£65.70	£50.00	reduction - no community officers at present
5230	Computer / technology	£6,500.00	£4,515.75	£6,500.00	No change - IT support no increase
5300	Website	£2,000.00	£820.00	£2,000.00	No change - management and hosting fee
5301	Clerk's petty cash	£100.00	£0.00	£50.00	reduce to zero if not required - cash for emergency only?
5211	Lift maintenance	£500.00	£0.00	£500.00	No change - maintenance yet to be done
5307	HR Personnel	£4,500.00	£1,273.30	£3,700.00	£3372 + 7% increase in Mar 2022
5501	Publicity / Advertising/ Annual Rep	£100.00	£49.10	£100.00	No change
	TOTALS	£240,611.00	£123,518.80	£238,140.00	

Members may wish to budget for the earmarked reserves or take the funding from the general reserve

	Earmarked Reserves				

		at 31st October 2021		expected at year end 31st March 2022	Allocation (If any for 1st April 2022)
3111	CIL Tax income	£ 90,599.00		£ 63,117.00	
3110	Handyman unit	£ 4,500.00		£ 4,500.00 }	
3120	Mower Fund	£ 700.00		£ 700.00 }	
3130	Vehicle Fund	£ 7,000.00		£ 7,000.00 }	TO BE AGREED
3310	Photocopier Fund	£ 400.00		£ 400.00 }	
3150	Beaulieu Community Trust	£ 36,029.00		unknown }	*14,000 proposed bringing total to £50,029
3152	Pantomime	£ 1,100.00		£0.00 }	37 tickets sold as at 01.11.21 income of £228.33
3200	Parish Centre maintenance reserve	£ 6,586.00		unknown }	
		£ **146,914.00**		£ **75,717.00**	
Funds at bank	Current	£50,000.00			
	Business Premium	£332,069.52			
	CCLA Investment	£312,481.90			
	Total	**£694,551.42**			
	deducting balance to allow 9 months reserve	less £324,700.00			
	Total	**£369,851.42**			
	Earmarked reserves to date	less £146,914.00			
	approx additional six month spend to end of yr	less £173,000.00			
	Total	**£49,937.42**	Uncommitted reserves for allocation if needed		

Appendix C

Springfield Parish Council		
2021 / 2022	Committee	Precept 2022 / 2023
50,000	Parish Centre	82,125
240,611	Finance & Policy	238,140
27,359	Environment & Leisure	34,163
63,570	Public Works Loan x 3	61,055
29,000	Beaulieu Community	15,000
410,540	TOTAL	430,483
7907.35 = £51.92 (£410,540 divided by£7907.35)	Band D Tax base	52.67 Tax base 8210.47 (provisional)