SPRINGFIELD PARISH COUNCIL
MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING
HELD ON 9TH NOVEMBER 2020 AT 7.00P.M. ON ZOOM PLATFORM

PRESENT Cllrs: Mrs Y Spence (Chairman), Ms S Byrne-Lagrue, N Gulliver, R Lee, and Ms S Sullivan.

In attendance: Clerk to the Council.

23 APOLOGIES FOR ABSENCE Mrs C Garrett

24 MINUTES OF THE COMMITTEE MEETING HELD ON 14th September 2020

RESOLVED: the minutes of the 14th September meeting are approved and signed as a correct record.

25 DECLARATIONS OF INTEREST & DISPENSATIONS
(Dispensation to discuss the Council's precept has been granted by Council)

Declarations of interest and dispensations applied for – there were none.

26 CO-OPTION OF NON-COMMITTEE MEMBERS – none were required.

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

28 RISK ASSESSMENTS

(a) **Work Unit & Equipment** – no significant risks to report. Servicing of the ground maintenance equipment is now complete.

(b) **Parish Council Offices** – no significant risks to report. Heating repairs were being undertaken week commencing 16th November.

RESOLVED: that the information is noted.

29 FINANCIAL MATTERS

29.1 **Budget Report**

RESOLVED: the budget report attached as appendix A be received and noted.

29.2 **Bank Balances & Investments**

Members received a statement of the Council's bank accounts and investments as at 9th October 2020

Current A/c	£ 50,000.00
Business Premium A/c	£ 419,480.00 (includes 2nd half of precept)
CCLA	£ 312,327.00

29.3 **Nat West Bank Update**

Further to minute 20.3 of the committee meeting held on 14th September 2020, members were advised that the retrieved funds from Nat West Bank were paid with an amount of interest added (£677.93). The open complaint reported at the previous meeting had been concluded with a total sum of £601 compensation being paid to the Council for the time and stress caused by the matter.

RESOLVED: that (a) the information is noted;

(b) if time allows the Clerk is to pursue the complaint with the financial ombudsman.

30 PRECEPT 2021/2022

30.1 **Finance & Policy Committee Budget 2021 – 2022 (including Earmarked Reserve Balances)**

RESOLVED: that the committee budget in the sum of £240,611 for the 2021/22 financial year attached as appendix B be approved, with no additions to Ear Mark Reserves (see minute 30.2).

30.2 **Council Precept for 2021 – 2022**

Members discussed at length the financial position of the Council. The present COVID pandemic had caused significant effect on the Council's budget. The precept for the forthcoming financial year needed to be increased. For the main part this was due to the severely reduced Parish Centre income; approximately 85%. A good deal of the Council's funds were committed (£170,400 EMR and budgeted spend £120,000). Committee requests for the 2021 / 2022 year had been circulated.

RESOLVED: that (a) the Environment & Leisure budget would be reduced by £1,500 giving a total budget of £27,359;

(b) at 1st April 2021 the sum of £1,300 will be placed in an earmarked reserve for 2021 Pantomime;

(c) Beaulieu Community precept sum will, this year, be increased to £29,000

(d) the Parish Centre budget will see an increase from the previous year to £50,000 with recognition that this will not balance the committee budget against reduced income, general funds throughout the 2021 / 2022 financial year will be used to support the running of the Parish Centre.

(f) general reserves will be reinstated during future financial years.

(g) the committee RECOMMEND to Council that the precept figure to be submitted to Chelmsford City Council for the 2021 / 2022 financial year is £410,540 giving a band D figure of £51.91 (subject to change if City Council amend their tax base rate).

31 POLICIES

31.1 **Policy Review**

Members reviewed the following parish council policies:

- Document Retention
- Code of Conduct - Members to note that there have been no legislation changes that affect this policy.

RESOLVED: that the Furlough scheme for staff is added to the document retention schedule for a six-year period (until 2026/7)

Meeting closed 8.05 p.m.

Cllr Y. Spence
Chairman

Signed........Y Spence........ Date....15/2/21....

Date: 02/11/2020
Time: 09:54:54

Springfield Parish Council
Budget Report

Appendix A

From: Month 6, September 2020
To: Month 7, October 2020

Chart of Accounts: Finance and Policy Committee [PARTIAL]

	Period				Year to Date			
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Income								
4001 BPA interest	55.27	7.54	0.00	55.27	183.05	2.63	0.00	183.05
4002 Nat West interest	677.93	92.46	0.00	677.93	942.39	13.56	0.00	942.39
4004 CCLA	0.00	0.00	0.00	0.00	475.33	6.84	0.00	475.33
4006 Miscellaneous	0.00	0.00	0.00	0.00	5,250.00	75.53	0.00	5,250.00
4013 Misc	0.00	0.00	0.00	0.00	100.00	1.44	0.00	100.00
	733.20	100.00	0.00	733.20	6,950.77	100.00	0.00	6,950.77
Finance & Policy								
5011 Handymen Unit - Water charges	0.00	0.00	0.00	0.00	55.69	0.80	170.00	114.31
5010 Handymen - vehicle	594.81	81.13	0.00	(594.81)	1,516.51	21.82	1,900.00	383.49
5013 Handymen - Workmen's unit - r	110.44	15.06	0.00	(110.44)	773.08	11.12	1,520.00	746.92
4 Handymen - Workmen's unit - e	66.81	9.11	0.00	(66.81)	206.88	2.98	400.00	193.12
Handymen - health and safety	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00
Handymen - bin hire	958.10	130.67	0.00	(958.10)	958.10	13.78	1,850.00	891.90
5018 Handymen - clothing and boots	47.47	6.47	0.00	(47.47)	116.87	1.68	400.00	283.13
5019 Handymen - equipment	33.83	4.61	0.00	(33.83)	537.98	7.74	500.00	(37.98)
5020 Handymen - petrol	357.97	48.82	0.00	(357.97)	971.36	13.97	2,200.00	1,228.64
5021 Handymen - machinery mainten	0.00	0.00	0.00	0.00	275.80	3.97	200.00	(75.80)
5022 Handymen - general maintenan	92.40	12.60	0.00	(92.40)	184.80	2.66	150.00	(34.80)
5029 Handymen - salaries	10,137.48	1,382.64	0.00	(10,137.48)	33,837.62	486.82	55,600.00	21,762.38
5032 Handymen petty cash	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
5040 Miscellaneous	0.00	0.00	0.00	0.00	1,149.57	16.54	0.00	(1,149.57)
5050 Parish Council staff - salaries	25,339.58	3,456.03	0.00	(25,339.58)	82,978.28	1,193.80	137,500.00	54,521.72
5060 Internal Audit	0.00	0.00	0.00	0.00	210.00	3.02	400.00	190.00
5061 External audit	0.00	0.00	0.00	0.00	950.00	13.67	2,250.00	1,300.00
5080 - Donations GPC	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5110 Courses & Training	30.00	4.09	0.00	(30.00)	70.00	1.01	1,000.00	930.00
5129 Postage	0.00	0.00	0.00	0.00	100.00	1.44	300.00	200.00
5120 Telephone	82.07	11.19	0.00	(82.07)	798.60	11.49	2,200.00	1,401.40
5130 Stationery	187.87	25.62	0.00	(187.87)	418.08	6.01	800.00	381.92
5131 PC insurance	0.00	0.00	0.00	0.00	3,728.47	53.64	4,500.00	771.53
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	100.99	1.45	600.00	499.01
5145 PC - rates	220.13	30.02	0.00	(220.13)	1,541.66	22.18	3,100.00	1,558.34
60 Bank charges	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.00
Subscriptions	0.00	0.00	0.00	0.00	1,816.10	26.13	1,945.00	128.90
Gas	40.29	5.50	0.00	(40.29)	309.81	4.46	1,200.00	890.19
5171 Electricity	169.90	23.17	0.00	(169.90)	635.76	9.15	2,000.00	1,364.24
5172 Professional fees	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
5200 Chairman's allowance	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
5211 Lift Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5210 Community Police	39.45	5.38	0.00	(39.45)	60.75	0.87	0.00	(60.75)
5230 Computers/ technology	2,174.95	296.64	0.00	(2,174.95)	5,751.23	82.74	6,000.00	248.77
5301 Clerk's Petty cash	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
5307 HR / personnel	315.16	42.98	0.00	(315.16)	1,969.71	28.34	4,500.00	2,530.29
5501 Publicity & Advertising annual r	21.63	2.95	0.00	(21.63)	55.46	0.80	100.00	44.54
5300 Website	390.00	53.19	0.00	(390.00)	2,436.00	35.05	3,500.00	1,064.00
	41,410.34	5,647.89	0.00	(41,410.34)	144,515.16	2,079.12	239,615.00	95,099.84
Net Profit/(Loss):	(40,677.14)	(5,547.89)	0.00	(40,677.14)	(137,564.39)	(1,979.12)	(239,615.00)	102,050.61

SPRINGFIELD PARISH COUNCIL - FINANCE & POLICY BUDGET 2021 - 2022					Appendix B
					9TH NOV MEETING APPROVED
n/code	ITEM	current 2020 -21	6 mth spend	2021 - 22 budget	Comments
5010	Handymen - vehicle	**£1,900.00**	£1,516.51	**£1,900.00**	no change - saving on insurance & service
5011	Handymen - Water charges Unit	**£170.00**	£55.69	**£170.00**	no change
5013	Handymen - Work unit council tax	**£1,520.00**	£662.64	**£1,550.00**	2% increase to accommodate tax increase
5014	Handymen - Work unit electricity	**£400.00**	£173.82	**£400.00**	No change
5015	Handymen Health & Safety	**£150.00**	£0.00	**£150.00**	no change
5016	Handymen - bin hire	**£1,850.00**	£958.10	**£1,916.00**	increase in charges from CCC
5018	Handymen - clothing and boots	**£400.00**	£85.91	**£400.00**	No change (PPE) requirements
5019	Handymen - equipment	**£500.00**	£537.98	**£500.00**	No change
5020	Handymen - petrol	**£2,200.00**	£833.50	**£2,000.00**	reduction - fuel costs have reduced
5021	Handymen - machinery maintenance	**£200.00**	£275.80	**£300.00**	increase - part costs are rising
5022	Handymen - general maintenance	**£150.00**	£92.40	**£150.00**	no change
5029	Handymen - salaries	**£55,600.00**	£29,099.49	**£56,000.00**	Grading of new staff member
5032	Handymen - petty cash (inc mobile)	**£50.00**	£0.00	**£50.00**	no change
5040	F&P Miscellaneous	**£0.00**	£1,149.57	**£0.00**	Cost this year related to building subsidence
5050	Parish Council staff salaries	**£137,500.00**	£71,118.32	**£140,000.00**	increase - salary scales
5060	Internal Audit	**£400.00**	£210.00	**£400.00**	end of year audit still to pay
5061	External Audit / accounts	**£2,250.00**	£950.00	**£2,250.00**	no change fixed fee - PKF still to pay
5080	Donations GPCompetence	**£500.00**	£0.00	**£500.00**	proposed no change - members may wish to increase?
5100	Elections	**£0.00**	£0.00	**£0.00**	no planned elections
5110	Courses	**£1,000.00**	£40.00	**£1,000.00**	no change
5120	Telephone & internet	**£2,200.00**	£716.53	**£2,000.00**	Slight reduction
5129	Franking Machine / postage	**£300.00**	£100.00	**£300.00**	no change
5130	Stationery	**£800.00**	£230.21	**£700.00**	reduction
5131	Parish Council Insurance	**£4,500.00**	£3,728.47	**£4,500.00**	No change adult gym (CVG) to be added
5132	Office furniture / equipment	**£250.00**	£0.00	**£250.00**	no change
5140	Photocopier	**£600.00**	£100.99	**£300.00**	reduction based on spend to date
	Totals	**£215,390.00**		**£217,686.00**	

n/code	ITEM				
5145	PC Council Tax	**£3,100.00**	£1,321.53	**£3,100.00**	no change
5150	Bank Charges	**£30.00**	£0.00	**£30.00**	no change
5160	Subscriptions	**£1,945.00**	£1,816.10	**£2,045.00**	EALC/NALC 6 % increase + other subs
5161	Gas	**£1,200.00**	£309.81	**£1,200.00**	reduced cost in present year due to Covid & boiler breakdown
5171	Electricity	**£2,000.00**	£550.16	**£2,000.00**	reduced cost in present year due to Covid
5172	Professional fees	**£1,000.00**	£0.00	**£500.00**	no known fees required (contingency)
5501	Publicity / Advertising/ Annual Rep	**£100.00**	£45.23	**£100.00**	no change
5200	Chairman's Allowance	**£250.00**	£0.00	**£250.00**	no change
5210	Community Policing	**£0.00**	£21.30	**£100.00**	expenses
5230	Computer / technologye	**£6,000.00**	£3,703.28	**£6,500.00**	Sage acc's, computer contract , Zoom
5300	Website	**£3,500.00**	£2,046.00	**£2,000.00**	reduction - annual maintenance following set up
5301	Clerk's petty cash	**£100.00**	£0.00	**£100.00**	no change
5211	Lift maintenance	**£500.00**	£0.00	**£500.00**	no change
5307	HR Personnel	**£4,500.00**	£1,654.55	**£4,500.00**	no change (service contract)
	TOTALS	**£239,615.00**	£124,103.89	**£240,611.00**	
Members may wish to budget for the earmarked reserves or take the funding from the general reserve					
	Earmarked Reserves	**1st April 2020**		**Balance**	**contribution to be added (if any) 1.04.2021**
				31st october	
3111	CIL Tax income	**£ 124,490.14**		**£ 90,599.00**	As provided by City Council - fund allocations are
					listed in the projects tab in Sage accounting
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**	
3310	Photocopier Fund	**£ 400.00**		**£ 400.00**	
3150	Beaulieu Community Trust	**£ 71,029.00**		**£ 21,029.00**	
3200	Parish Centre maintenance reserve	**£ 62,000.00**		**£ 46,172.00**	
				£ 170,400.00	Total committed EMR funds