SPRINGFIELD PARISH COUNCIL
MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING
HELD ON 13TH SEPTEMBER 2021 AT 7.00P.M.
SPRINGFIELD PARISH CENTRE

PRESENT Cllrs: S Byrne-Lagrue, C Garrett, M Girling, R Lee, Y Spence(Chairman) and S Sullivan.

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

17 APOLOGIES FOR ABSENCE – there were none

18 MINUTES OF THE COMMITTEE MEETING HELD ON 7th June 2021

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

19 CO-OPTION OF NON-COMMITTEE MEMBERS – there were none

20 DECLARATIONS OF INTEREST & DISPENSATIONS

RESOLVED: Cllr Y Spence declared a non-pecuniary interest in minute 10 as a nearby resident

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

22 RISK ASSESSMENTS

(a) **Work Unit & Equipment** – no significant risks to report.
i)Members wished to acknowledge the sad news of the passing of John Revill whom had recently retired as SPC Senior Handyman.
ii)Members have requested that Screwfix is the preferred company to be used for purchases due to their costs being lower than B&Q.

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

23 FINANCIAL MATTERS

23.1 **Budget Report**

Members received the budget report for June – September 2021.

RESOLVED: the information attached at Appendix A be noted.

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

Current A/c	£50000.00
Business Premium A/c	£18116.17
CCLA	£312469.32

23.3 **Staff Training**

Members were advised of staff training cost for RFO-Deputy.

RESOLVED: Members agreed for RFO-Deputy to enrol on iLCA course at a cost of £120.00

23.4 **Staff Training**

Members were advised of staff training costs for Clerk and Committee clerk

RESOLVED: Members noted the information, the costs to be £60.00

23.5 **Franking Machine**

Members received costings of purchase versus renting to upgrade the franking machine.

RESOLVED: Members agreed to purchase a new franking machine in January 2022 from Westmore at a cost of £300.00 (with no maintenance contract taken out). The current supplier FRAMA will be requested by RFO, to refund any monies due to SPC in January 2022 as their machine will then become obsolete.

23.6 **Changes in financial processes**

Members received a report on financial processes

RESOLVED: that

i. Regular payments to specific companies may be made by direct debit. Prior to direct debit mandates being set up the company information will be presented to a meeting of the committee to be agreed and signed by bank signatories
ii. Members agreed the ICO and Forrest Communications invoices may be paid by direct debit with immediate effect.
iii. Bank statements can be downloaded online by the RFO on an adhoc basis to allow for bank accounts to be scrutinised. Statements will be reconciled as and when they are received from the Bank and continue to be checked and signed by signatories.
iv. Salaries - RFO will investigate charges for efax to enable the withdrawal of the fax machine
v. Contact will be made with SWF parish council to ascertain their financial systems for salary payments and report back to members at the next F&P meeting.
vi. Telephone lines/Broadband – the RFO seeks clarification from Forrest Communications of the exact method and charges they will use to reduce the costs of the Councils Broadband lines. A report will be made to members at the next F&P meeting.
vii. Petty cash. A review of usage between September and December will be undertaken and if no issues have been raised in this time petty cash will be banked and no longer available for staff. The RFO will report back to members at a future meeting.

24 POLICY REVIEWS

Members were advised of the policy reviews and RESOLVED: that

(a) Community Safety Plan – no change
(b) Document Retention Policy – no change
(c) Grant Funding – no change
(d) Code of conduct – minor amendments to point 8.4 of the Code would be made and circulated to all members.
(e) Clarification of amendments to Standing Orders received via NALC would be reviewed and subsequently circulated to all members of the Council.

25 PERSONNEL SUB COMMITTEE

Members received a copy of minutes of the meetings held on:

- 19th November 2020
- 26th November 2020
- 9th December 2020

RESOLVED: the minutes of the meetings be noted

26 COMMUNITY ASSET REGISTER

Members received a report regarding the bronze age fort and woodland.

RESOLVED: members will await further information from ECC regarding the sale of the land to a developer, which is presently the subject of a planning application.

27 QUEENS PLATINUM JUBLIEE - JUNE 2022

Members received information

RESOLVED: members referred the matter to Full Council meeting on 27th September 2021 to enable all members to comment on whether SPC should mark the occasion.

28 RECORDING OF MEETINGS

RESOLVED: members agreed that the recording of meetings will not be required

29 FOR INFORMATION – DONATION

Members noted Essex & Herts Air Ambulance correspondence saying thank you for the SPC donation.

Cllr Y. Spence
Meeting closed at 8.20pm.

Signed .... Date 8/11/21

Date: 01/09/2021
Time: 09:28:50

Springfield Parish Council
Budget Report

From: Month 3, June 2021
To: Month 6, September 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	5.98	0.11	0.00	5.98	5.98	0.11	0.00	5.98
4004 CCLA	23.21	0.42	0.00	23.21	35.41	0.64	0.00	35.41
4006 Miscellaneous	5,500.00	99.21	0.00	5,500.00	5,500.00	98.99	0.00	5,500.00
4134 Photocopy / post income	14.75	0.27	0.00	14.75	14.75	0.27	0.00	14.75
	5,543.94	100.00	0.00	5,543.94	5,556.14	100.00	0.00	5,556.14
Finance & Policy								
5011 Handymen Unit - Water charges	193.37	3.49	0.00	(193.37)	193.37	3.48	170.00	(23.37)
5010 Handymen - vehicle	660.01	11.91	0.00	(660.01)	2,837.52	51.07	1,900.00	(937.52)
5013 Handymen - Workmen's unit - r	331.20	5.97	0.00	(331.20)	662.44	11.92	1,550.00	887.56
5014 Handymen - Workmen's unit - e	89.54	1.62	0.00	(89.54)	240.17	4.32	400.00	159.83
5015 Handymen - health and safety	0.00	0.00	0.00	0.00	46.67	0.84	150.00	103.33
5016 Handymen - bin hire	0.00	0.00	0.00	0.00	0.00	0.00	1,916.00	1,916.00
5018 Handymen - clothing and boots	46.87	0.85	0.00	(46.87)	375.32	6.76	400.00	24.68
'9 Handymen - equipment	0.00	0.00	0.00	0.00	187.43	3.37	500.00	312.57
..20 Handymen - petrol	637.83	11.50	0.00	(637.83)	960.85	17.29	2,000.00	1,039.15
5021 Handymen - machinery mainten	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
5022 Handymen - general maintenan	168.30	3.04	0.00	(168.30)	231.79	4.17	150.00	(81.79)
5029 Handymen - salaries	16,464.38	296.98	0.00	(16,464.38)	27,945.53	502.97	56,000.00	28,054.47
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	33,782.12	609.35	0.00	(33,782.12)	51,655.73	929.71	140,000.00	88,344.27
5060 Internal Audit	0.00	0.00	0.00	0.00	(23.75)	(0.43)	400.00	423.75
5061 External audit	1,045.00	18.85	0.00	(1,045.00)	1,045.00	18.81	2,250.00	1,205.00
5080 - Donations GPC	500.00	9.02	0.00	(500.00)	500.00	9.00	500.00	0.00
5110 Courses & Training	60.00	1.08	0.00	(60.00)	110.00	1.98	1,000.00	890.00
5129 Postage	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
5120 Telephone	373.50	6.74	0.00	(373.50)	663.58	11.94	2,000.00	1,336.42
5130 Stationery	78.09	1.41	0.00	(78.09)	119.37	2.15	700.00	580.63
5131 PC insurance	3,733.21	67.34	0.00	(3,733.21)	3,771.53	67.88	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	115.85	2.09	0.00	(115.85)	220.80	3.97	300.00	79.20
5145 PC - rates	662.40	11.95	0.00	(662.40)	1,324.87	23.85	3,100.00	1,775.13
5150 Bank charges	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.00
5160 Subscriptions	(2,116.80)	(38.18)	0.00	2,116.80	(262.97)	(4.73)	2,045.00	2,307.97
5161 Gas	179.93	3.25	0.00	(179.93)	179.93	3.24	1,200.00	1,020.07
5171 Electricity	246.57	4.45	0.00	(246.57)	396.15	7.13	2,000.00	1,603.85
'2 Professional fees	936.67	16.90	0.00	(936.67)	936.67	16.86	500.00	(436.67)
'0 Chairman's allowance	31.46	0.57	0.00	(31.46)	104.24	1.88	250.00	145.76
.1 Lift Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5210 Community Police	42.60	0.77	0.00	(42.60)	42.60	0.77	100.00	57.40
5230 Computers/ technology	3,204.36	57.80	0.00	(3,204.36)	4,514.60	81.25	6,500.00	1,985.40
5300 Website	120.00	2.16	0.00	(120.00)	390.00	7.02	2,000.00	1,610.00
5301 Clerk's Petty cash	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
5307 HR / personnel	564.07	10.17	0.00	(564.07)	1,036.89	18.66	4,500.00	3,463.11
5501 Publicity & Advertising annual r	21.15	0.38	0.00	(21.15)	40.50	0.73	100.00	59.50
	62,171.68	1,121.43	0.00	(62,171.68)	100,446.83	1,807.85	240,611.00	140,164.17
Net Profit/(Loss):	(56,627.74)	(1,021.43)	0.00	(56,627.74)	(94,890.69)	(1,707.85)	(240,611.00)	145,720.31