

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING
HELD VIA ZOOM MEDIA 8TH JUNE 2020 AT 7.00P.M.

PRESENT

Cllrs: Mrs C Garrett, N Gulliver, R Lee, Mrs Y Spence (Chairman) and Ms S Sullivan.

In attendance: Cllr M. Girling and Clerk to the Council

- 1 ELECTION OF CHAIRMAN - not required as per parish council minute 9 of 25th May 2020, and permissible under revised government legislation, Flexibility of Local Authority and Police Crime Panel Meetings Regulation 2020 (Corona virus).
- 2 APOLOGIES FOR ABSENCE – were received from Cllr Byrne-Lagrué.
- 3 MINUTES OF THE COMMITTEE MEETING HELD ON 17th February 2020
RESOLVED: that the minutes of the meeting be signed as a correct record.
- 4 DECLARATIONS OF INTEREST & DISPENSATIONS – there were none.
- 5 CO-OPTION OF NON-COMMITTEE MEMBERS - none were required
- 6 QUESTIONS FROM MEMBERS OF THE PUBLIC & PRESS – none were in attendance.
- 7 RISK ASSESSMENTS
- 7.1 **Work Unit & Equipment** – no significant risks were reported and members noted that servicing of the ground maintenance equipment was being undertaken by the handymen; one of the heavy duty trimmers required replacement.
RESOLVED: that a new Stihl trimmer at a cost of £379 +VAT be purchased.
- 7.2 **Parish Council Offices** – no significant risks to report.
RESOLVED: it is noted that risk assessments, notices and measures are being put into place for Covid19 management for staff and in preparation for opening the parish centre.
- 8 FINANCIAL MATTERS
- 8.1 **Internal Auditor Report**
RESOLVED: it is noted that (a) the internal audit had been completed;
(b) section 2 of the AGAR would be completed and sent to Heelis & Lodge when the end of year accounts had been confirmed and entered onto the form, this process would be completed electronically.
- 8.2 **Budget Report**
RESOLVED: the committee budget report attached as appendix A for February to March 2020 (end of year) be received and accepted.



8.3 **Bank Balances & Investments (End of Year)**

Members received a statement of the Council's bank accounts and investments at 31st March 2020.

Current A/c	£ 50,000.00
Business Premium A/c	£168,020.77
CCLA	£311,816.28
Nat West	£153,378.61

RESOLVED: that the information is noted.

8.4 **End of Year Accounts**

RESOLVED: (a) Members received the draft end of year accounts;

(b) the clerk highlighted the restated figure in box 6 from the previous year as requested by the auditor due to the long-term CCLA investment;

(c) a question had been submitted to the internal auditor for advice regarding the figure that would need to be seen in box 3 for the end of the 2020 financial year. Interest (£2287) received from the Council's long-term investment when placed in box 3 as income did not permit the balance of the AGAR section 2 to be correct;

(d) further to the dissolution of Springfield Youth Council the petty cash balance in the youth account (£41.07) is written off and donated to Springfield Youth Group when it is back to full operation.

(e) Cllrs Spence, Lee and Sullivan were authorised to have delegated power to receive and approve the accounts and AGAR prior to submission to full council.

9 SUBSCRIPTIONS

Essex Wildlife Trust

RESOLVED: that the annual subscription to the Essex Wildlife Trust in the sum of £40, is renewed.

10 INSURANCE POLICIES

Members noted the parish council's policy with Ecclesiastical expired on 1st June 2020. Due to the Covid delays a two-week extension was granted.

Comparative quotations had been received from Came & Co (brokers) who recommended our insurance remains with Ecclesiastical for a premium of £12,320.86 to include insurance premium tax (IPT).

RESOLVED: that (a) the Council re-insure with Ecclesiastical;

(b) it is noted a three-year agreement has not been offered;

(c) the subsidence excess on the policy has been increased to £5,000

(d) Cyber insurance is not added to the policy at the present time.

(e) Members noted the engineering and construction insurance policy (for boilers) with Allianz Insurance PLC was renewed on 1st June 2020, at a premium of £373.64 including tax.

11 PENINSULA

RESOLVED: that the Peninsula Health & Safety package is not taken up at this time.

12 PERSONNEL SUB COMMITTEE

Members to receive a copy of the minutes of the meetings held on:

- 12th March 2020
- 19th March 2020

RESOLVED: the minutes of the meetings are noted.

13 FOR INFORMATION

RESOLVED: the items below are noted.

EALC & NALC

Members were advised that the affiliation fee for 2020/21 of £1,724.10 had been paid.

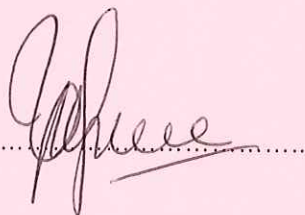
Essex & Herts Air Ambulance

A letter of thanks had been received from the Essex & Herts Air Ambulance for the £300.00 donation.

Meeting closed 7.45p.m.

Chairman
Cllr Y. Spence

Signed.....



Date

14/9/20

Springfield Parish Council

Budget Report

Appendix A

11, February 2020
Month 12, March 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	200.21	34.70	0.00	200.21	886.40	8.60	0.00	886.40
4002 Nat West interest	0.00	0.00	0.00	0.00	792.95	7.70	0.00	792.95
4004 CCLA	359.60	62.32	0.00	359.60	2,287.04	22.20	0.00	2,287.04
4006 Miscellaneous	0.00	0.00	0.00	0.00	6,102.05	59.23	0.00	6,102.05
4134 Photocopy / post income	17.22	2.98	0.00	17.22	234.03	2.27	0.00	234.03
	577.03	100.00	0.00	577.03	10,302.47	100.00	0.00	10,302.47
Finance & Policy								
5011 Handymen Unit - Water charges	0.00	0.00	0.00	0.00	178.55	1.73	170.00	(8.55)
5010 Handymen - vehicle	326.14	56.52	0.00	(326.14)	1,212.12	11.77	1,800.00	587.88
5013 Handymen - Workmen's unit - r	0.00	0.00	0.00	0.00	1,086.34	10.54	1,350.00	263.66
5014 Handymen - Workmen's unit - e	106.61	18.48	0.00	(106.61)	459.70	4.46	400.00	(59.70)
5015 Handymen - health and safety	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00
5016 Handymen - bin hire	958.10	166.04	0.00	(958.10)	1,852.50	17.98	1,750.00	(102.50)
5018 Handymen - clothing and boots	3.00	0.52	0.00	(3.00)	214.30	2.08	400.00	185.70
5019 Handymen - equipment	19.65	3.41	0.00	(19.65)	105.55	1.02	550.00	444.45
5020 Handymen - petrol	437.37	75.80	0.00	(437.37)	2,168.19	21.05	2,000.00	(168.19)
5021 Handymen - machinery mainten	0.00	0.00	0.00	0.00	295.52	2.87	200.00	(95.52)
5022 Handymen - general maintenanc	92.40	16.01	0.00	(92.40)	343.04	3.33	150.00	(193.04)
5029 Handymen - salaries	9,765.26	1,692.33	0.00	(9,765.26)	56,311.86	546.59	55,500.00	(811.86)
5038 Spare	0.00	0.00	0.00	0.00	30.16	0.29	100.00	69.84
5032 Handymen petty cash	0.00	0.00	0.00	0.00	10.12	0.10	50.00	39.88
5040 Miscellaneous	0.00	0.00	0.00	0.00	314.35	3.05	0.00	(314.35)
5050 Parish Council staff - salaries	22,715.80	3,936.68	0.00	(22,715.80)	136,630.34	1,326.19	135,400.00	(1,230.34)
5060 Internal Audit	0.00	0.00	0.00	0.00	380.96	3.70	400.00	19.04
5061 External audit	0.00	0.00	0.00	0.00	2,225.00	21.60	2,225.00	0.00
5080 - Donations GPC	500.00	86.65	0.00	(500.00)	500.00	4.85	500.00	0.00
5100 Elections	0.00	0.00	0.00	0.00	154.00	1.49	0.00	(154.00)
5110 Courses & Training	0.00	0.00	0.00	0.00	177.00	1.72	1,000.00	823.00
5129 Postage	100.00	17.33	0.00	(100.00)	232.10	2.25	350.00	117.90
5120 Telephone	281.57	48.80	0.00	(281.57)	1,461.91	14.19	2,200.00	738.09
5130 Stationery	172.15	29.83	0.00	(172.15)	863.65	8.38	800.00	(63.65)
5131 PC insurance	0.00	0.00	0.00	0.00	2,781.59	27.00	4,500.00	1,718.41
5132 Office furniture/equipment	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
5133 Photocopier	100.28	17.38	0.00	(100.28)	426.85	4.14	700.00	273.15
5134 PC - rates	0.00	0.00	0.00	0.00	2,172.67	21.09	3,000.00	827.33
5135 Bank charges	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.00
5160 Subscriptions	(107.99)	(18.71)	0.00	107.99	2,074.70	20.14	1,850.00	(224.70)
5161 Gas	411.18	71.26	0.00	(411.18)	1,080.46	10.49	1,500.00	419.54
5171 Electricity	298.14	51.67	0.00	(298.14)	1,804.74	17.52	2,500.00	695.26
5172 Professional fees	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
5180 spare see 5501	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
5200 Chairman's allowance	25.00	4.33	0.00	(25.00)	237.91	2.31	250.00	12.09
5211 Lift Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5230 Computers/ technology	1,072.10	185.80	0.00	(1,072.10)	8,280.47	80.37	6,000.00	(2,280.47)
5301 Clerk's Petty cash	16.86	2.92	0.00	(16.86)	83.03	0.81	100.00	16.97
5307 HR / personnel	1,546.57	268.02	0.00	(1,546.57)	4,283.01	41.57	2,500.00	(1,783.01)
5501 Publicity & Advertising annual r	21.99	3.81	0.00	(21.99)	77.49	0.75	0.00	(77.49)
5300 Website	0.00	0.00	0.00	0.00	1,024.00	9.94	0.00	(1,024.00)
	38,862.18	6,734.86	0.00	(38,862.18)	231,534.18	2,247.37	234,225.00	2,690.82
Net Profit/(Loss):	(38,285.15)	(6,634.86)	0.00	(38,285.15)	(221,231.71)	(2,147.37)	(234,225.00)	12,993.29