SPRINGFIELD PARISH COUNCIL
MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING
HELD ON 7TH JUNE 2021 AT 7.00P.M.
SPRINGFIELD PARISH CENTRE

M. Girling

PRESENT Cllrs Ms S Byrne-Lagrue, Mrs C Garrett, ~~N Gulliver~~, R Lee and Ms S Sullivan.

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

1 ELECTION OF CHAIRMAN – In the absence of Cllr Y. Spence Cllr Byrne-Lagrue nominated Cllr Sullivan seconded by Cllr Garrett.

RESOLVED: that Cllr S. Sullivan be elected Chairman for this meeting.

2 APOLOGIES FOR ABSENCE - Cllr Y. Spence

3 MINUTES OF THE COMMITTEE MEETING HELD ON 15th February 2021

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

4 CO-OPTION OF NON-COMMITTEE MEMBERS – Cllr A. Chong be co-opted onto the committee for this meeting as a substitute for Cllr Y. Spence

5 DECLARATIONS OF INTEREST & DISPENSATIONS

Cllr S. Sullivan declared a non-pecuniary interest in minute 16 as a Trustee of Beaulieu Community Trust.

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

7 RISK ASSESSMENTS

(a) **Work Unit & Equipment** – no significant risks to report. Members noted the van had required a replacement clutch and new tyres.

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

RESOLVED: the information is noted

8 FINANCIAL MATTERS

8.1 **Internal Auditor Report**
Members noted that the internal auditor had visited and carried out the end of year internal audit on 21st May 2021. Cllr S. Sullivan congratulated the Clerk on passing the audit.

RESOLVED: the information was noted.

8.2 **Budget Report**

Members received the budget report to year end March 2021

RESOLVED: the information attached at Appendix A be noted.

8.3 (i) **Bank Balances & Investments (End of Year 31st March 2021)**
Members received a statement of the Council's bank accounts and investments.

Current A/c	50,000
Business Premium A/c	156,418
CCLA	312,433

(ii) **CCLA Deposit** - Members received correspondence from the CCLA Public Sector Deposit Fund, Cllr Girling questioned the risk of the fund, albeit low. The Clerk advised the committee that previous investments with other banking institutions had proved difficult. However, CCLA had a good understanding of the way in which Councils are run and members were of the opinion that there was very little risk to the fund.

RESOLVED: that (a) the CCLA investment remains in place;

(b) the remainder of the information was noted.

(iii) **Earmarked Funds**
Members were informed of the financial status of the council at year end 2020 / 2021, which had had seen significant change. At the close of the financial year fund balances (as detailed above £518,851) consist of 343,890 revenue cost/general fund and earmarked funds of £174,961.

RESOLVED: the information was noted.

(iv) **Reserve Funds Policy**
Members received a draft reserve policy.

RESOLVED: that (a) the reserve policy is included in the Councils Financial Regulations;

(b) the reserve policy will state that a minimum reserve fund of nine months running costs will be retained in the Councils accounts to ensure any cash flow can be accommodated.

8.4 **End of Year Accounts & AGAR**
The year end accounts and draft AGAR had been circulated to members and were examined by the committee.

RECOMMENDED: that (a) the year-end accounts attached at Appendix B be approved and adopted;

(b) section 1 of the draft AGAR be completed and approved by members, the Chairman Cllr S. Sullivan, signed section 1 in preparation for the AGAR to be submitted to the full Council meeting on Monday 14th June.

9 CIL TAX BALANCES AND PROJECTS
Members were informed that at the commencement of the 2021 – 2022 financial year the CIL Tax reserve is £63, 567.

RESOLVED: that (a) investigation into the possibility of the Bronze Age site off Chelmer Village Way being nominated as an asset of community value be undertaken;

(b) the parish council enquire to Essex County Council whether the Bronze age site and its surrounds could be purchased or maintained by the Parish as an open space and nature reserve;

(c) it was noted that this may take a period of time as Lidl Supermarket had submitted a planning application for the area.

10 ELECTRONIC SIGNING OF DOCUMENTS

Further to the internal auditors interim report for 2020/21 and minute 38.5 of the committee meeting held on 15th February. Members were asked to consider whether they wish to introduce 'E' signing of documents.

RESOLVED: members agreed the present system of signing documents was a secure 'double check' process and 'E' signing signing of documents would not be introduced at the present time.

11 INSURANCE POLICY

11.1 **Buildings & Contents**

RESOLVED: that the premium quotation received via Came & Co (brokers) in the sum of £11,380.54 to insure with Hiscox (including admin & insurance premium tax) be accepted to commence on 1st June 2021.

(b) a three-year agreement term be approved;

(c) an extra premium for subsidence cover is not included.

11.2 **Boilers & Plant**

RESOLVED: that the engineering and plant insurance policy (for boilers) with Allianz Insurance PLC was renewed on 1st June 2021, at a premium of £444.57 including tax.

11.3 **Cyber**

RESOLVED: Came & Company (brokers) had provided an insurance quotation via Lloyds Optimum Speciality Risk (OSR) to cover cyber attack and data Breaches for the sum of £319.00.

RESOLVED: the Council will take up Cyber insurance policy with Lloyds (OSR)

12 SUBSCRIPTIONS & DONATIONS

12.1 Essex Wildlife Trust – Subscription was considered and agreed for renewal sum of £40.

12.2 National and Essex Association of Local Councils (EALC)

Annual Subscription was considered and agreed for the renewal sum of £1801.03

RESOLVED: both of the above subscriptions will be renewed.

12.3 **Grants**

Members considered three applications from Essex & Herts Air Ambulance, Home Start Essex and BEARS.

RESOLVED: members agreed a grant of £500 be given to Essex & Herts Air Ambulance.

13 ESSEX COUNTY COUNCIL – Locality Fund

Members were informed that Essex County Council had for the 2021 / 22 financial year assigned each county councillor a budget of £10,000 allowing bids for individual projects to be submitted to the fund.

RESOLVED: that (a) the repair of footpaths/cycle paths at Chelmer Village Green may be a suitable project to submit a request for funding;

(b) research into the ownership and repairs to the paths be undertaken.

14 ITEM FOR INFORMATION

Cllr Byrne-Lagrue attended the EALC Youth Engagement Conference on 28th April 2021.

RESOLVED: the information was noted

15 EXCLUSION OF PRESS & PUBLIC

RESOLVED: In accordance with the admissions to meeting act 1960 members of the press & public were excluded from the following item of business due to their confidential nature.

16 BEAULIEU COMMUNITY TRUST

Members received a statement of accounts from the Trust.

RESOLVED: that a grant in the sum of £15,000 be provided to the BCT providing the Trust increase their hire fees annually and that increase is no lower than that set at Springfield Parish Centre.

Cllr S. Sullivan
Meeting closed: 8.20pm

Signed.. Date 13/9/21
Chairman

Date: 01/06/2021
Time: 16:49:21

Springfield Parish Council
Budget Report

Appendix A

From: Month 1, April 2020
To: Month 12, March 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	197.97	2.59	0.00	197.97	197.97	2.59	0.00	197.97
4002 Nat West interest	942.39	12.34	0.00	942.39	942.39	12.34	0.00	942.39
4004 CCLA	617.63	8.09	0.00	617.63	617.63	8.09	0.00	617.63
4006 Miscellaneous	5,751.38	75.31	0.00	5,751.38	5,751.38	75.31	0.00	5,751.38
4013 Misc	100.00	1.31	0.00	100.00	100.00	1.31	0.00	100.00
4134 Photocopy / post income	27.63	0.36	0.00	27.63	27.63	0.36	0.00	27.63
	7,637.00	100.00	0.00	7,637.00	7,637.00	100.00	0.00	7,637.00
Finance & Policy								
5011 Handymen Unit - Water charges	144.51	1.89	170.00	25.49	144.51	1.89	170.00	25.49
5010 Handymen - vehicle	2,046.51	26.80	1,900.00	(146.51)	2,046.51	26.80	1,900.00	(146.51)
5013 Handymen - Workmen's unit - r	1,104.40	14.46	1,520.00	415.60	1,104.40	14.46	1,520.00	415.60
5C[illegible]ndymen - Workmen's unit - e	573.81	7.51	400.00	(173.81)	573.81	7.51	400.00	(173.81)
501[illegible]andymen - health and safety	69.65	0.91	150.00	80.35	69.65	0.91	150.00	80.35
5016 Handymen - bin hire	1,916.20	25.09	1,850.00	(66.20)	1,916.20	25.09	1,850.00	(66.20)
5018 Handymen - clothing and boots	224.33	2.94	400.00	175.67	224.33	2.94	400.00	175.67
5019 Handymen - equipment	655.38	8.58	500.00	(155.38)	655.38	8.58	500.00	(155.38)
5020 Handymen - petrol	1,996.30	26.14	2,200.00	203.70	1,996.30	26.14	2,200.00	203.70
5021 Handymen - machinery mainten	415.31	5.44	200.00	(215.31)	415.31	5.44	200.00	(215.31)
5022 Handymen - general maintenan	245.76	3.22	150.00	(95.76)	245.76	3.22	150.00	(95.76)
5029 Handymen - salaries	57,528.27	753.28	55,600.00	(1,928.27)	57,528.27	753.28	55,600.00	(1,928.27)
5032 Handymen petty cash	1.63	0.02	50.00	48.37	1.63	0.02	50.00	48.37
5040 Miscellaneous	3,649.57	47.79	0.00	(3,649.57)	3,649.57	47.79	0.00	(3,649.57)
5050 Parish Council staff - salaries	142,256.54	1,862.73	137,500.00	(4,756.54)	142,256.54	1,862.73	137,500.00	(4,756.54)
5060 Internal Audit	420.00	5.50	400.00	(20.00)	420.00	5.50	400.00	(20.00)
5061 External audit	950.00	12.44	2,250.00	1,300.00	950.00	12.44	2,250.00	1,300.00
5080 - Donations GPC	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
5110 Courses & Training	223.00	2.92	1,000.00	777.00	223.00	2.92	1,000.00	777.00
5129 Postage	100.00	1.31	300.00	200.00	100.00	1.31	300.00	200.00
5120 Telephone	1,451.97	19.01	2,200.00	748.03	1,451.97	19.01	2,200.00	748.03
5130 Stationery	616.55	8.07	800.00	183.45	616.55	8.07	800.00	183.45
5131 PC insurance	3,728.47	48.82	4,500.00	771.53	3,728.47	48.82	4,500.00	771.53
5132 Office furniture/equipment	0.00	0.00	250.00	250.00	0.00	0.00	250.00	250.00
5140 Photocopier	333.09	4.36	600.00	266.91	333.09	4.36	600.00	266.91
5145 PC - rates	2,202.05	28.83	3,100.00	897.95	2,202.05	28.83	3,100.00	897.95
51[illegible] Bank charges	0.00	0.00	30.00	30.00	0.00	0.00	30.00	30.00
5[illegible] Subscriptions	2,162.10	28.31	1,945.00	(217.10)	2,162.10	28.31	1,945.00	(217.10)
5161 Gas	623.27	8.16	1,200.00	576.73	623.27	8.16	1,200.00	576.73
5171 Electricity	1,061.59	13.90	2,000.00	938.41	1,061.59	13.90	2,000.00	938.41
5172 Professional fees	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
5200 Chairman's allowance	0.00	0.00	250.00	250.00	0.00	0.00	250.00	250.00
5211 Lift Maintenance	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
5210 Community Police	129.65	1.70	0.00	(129.65)	129.65	1.70	0.00	(129.65)
5230 Computers/ technology	7,364.56	96.43	6,000.00	(1,364.56)	7,364.56	96.43	6,000.00	(1,364.56)
5301 Clerk's Petty cash	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
5307 HR / personnel	3,472.19	45.47	4,500.00	1,027.81	3,472.19	45.47	4,500.00	1,027.81
5501 Publicity & Advertising annual r	76.20	1.00	100.00	23.80	76.20	1.00	100.00	23.80
5300 Website	2,636.00	34.52	3,500.00	864.00	2,636.00	34.52	3,500.00	864.00
	240,378.86	3,147.56	239,615.00	(763.86)	240,378.86	3,147.56	239,615.00	(763.86)
Net Profit/(Loss):	(232,741.86)	(3,047.56)	(239,615.00)	6,873.14	(232,741.86)	(3,047.56)	(239,615.00)	6,873.14

Appendix B

SPRINGFIELD PARISH COUNCIL

INTERNAL ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

SPRINGFIELD PARISH COUNCIL

BALANCE SHEET

as at 31 March 2021

	Notes	2021 £	2021 £	2020 £
Current Assets				
Debtors (net of provision for doubtful debts)	4	4,419.39		13,671.59
Payments in Advance		-		-
Cash at bank and in hand		193,065.71		358,108.53
Total Current Assets		197,485.10		371,780.12
Current Liabilities				
Creditors and Accrued Expenses		(6,518.08)		(4,623.97)
Net Current (liabilities)/asset		190,967.02		367,156.15
Non-Current Assets				
Investments, advances and long-term receivables		312,433.91		311,816.28
			503,400.93	678,972.43
Total Assets less Current Liabilities			503,400.93	678,972.43
Represented by:				
General Fund Balance			356,439.23	428,762.73
Earmarked Reserves				
Nabbotts Library Extension			-	-
Handymen's Mower Fund	5		700.00	700.00
Handymen's Vehicle Fund	5		7,000.00	7,000.00
Handymen's Unit Fund	5		4,500.00	4,500.00
Beaulieu Community Trust	5		51,029.00	71,029.00
Photocopier Fund	5		400.00	400.00
Parish Centre Maintenace Fund	5		18,465.00	62,000.00
Community Infrastructure Levy Fund	5		63,567.70	104,580.70
Pantomime	5		1,300.00	-
			503,400.93	678,972.43

The above statement represents fairly the financial position of the authority as at 31 March 2021 and reflects its income and expenditure during the year

Signed ....

Clerk

Date ....

The notes on pages 3 to 4 form part of these accounts.

1 COMMITTEE RESPONSIBILITIES

Finance and Policy
General Administration.
Handymen.

Environment & Leisure
Chelmer Village Green, bus shelters, hanging baskets, seats, village sign.
Parish Council playschemes, allotments and newsletter.

Premises Committee
All matters relating to the running of Springfield Parish Centre.
Refer to notes 3 and 4.

Planning Committee
Planning applications, appeals, enforcements, local plans. The Parish Council is a member of a Consortium of Parish Councils.

Events & Projects
Responsible for all events & projects organised by the Parish Council.

2 LEASES

At 31 March 2021 the following leases were in operation:-

Lessor	Purpose	Annual Rent Payable (£)	Year of Expiry
Anglian Water Authority	Allotments	58.00	12 mths notice required

3 BORROWINGS

As at close of business on 31 March 2021 the following loans to the Council were outstanding:-

Lender	Loan Period	Remaining (years)	Amount (£)
Public Works Loan Board	27/02/98 - 02/2023	2	40,000.00
Public Works Loan Board	05/10/98 - 10/2023	3	39,795.64
Public Works Loan Board	30/07/12 - 06/2037	17	264,000.00

4 DEBTS OUTSTANDING

As at 31 March 2021 debts of £4,419.39 were outstanding and due to the Council. The ages of these debts were:

	Value (£)
Less than 3 months old	4,826.30
Between 4 and 6 months old	408.81
Between 7 and 12 months old	(582.87)
Over 12 months old	(232.85)
TOTAL	4,419.39

SPRINGFIELD PARISH COUNCIL

Notes to the accounts (continued)

31 March 2021

5 EARMARKED RESERVES

	Balance at 1-Apr-20	Contribution to reserve	Contribution from reserve	Balance at 31-Mar-21
Nabbotts Library Extension	-	-	-	-
Handymen's Mower Fund	700.00	-	-	700.00
Handymen's Vehicle Fund	7,000.00	-	-	7,000.00
Handymen's Unit Fund	4,500.00	-	-	4,500.00
Beaulieu Community Trust	71,029.00	-	(20,000.00)	51,029.00
Photocopier Fund	400.00	-	-	400.00
Parish Centre Maintenance Fund	62,000.00	-	(43,535.00)	18,465.00
CIL Tax	104,580.70	-	(41,013.00)	63,567.70
Pantomime	-	1,300.00	-	1,300.00
	250,209.70	1,300.00	(104,548.00)	146,961.70

Earmarked reserves represent the amount of money within the Council's fund balance that has been set aside for specific purposes.

6 AGENCY WORK

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

7 ADVERTISING AND PUBLICITY

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2021 £	2020 £
Other Advertising	76.20	77.49
Publicity		
	76.20	77.49