

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING
HELD ON 7th NOVEMBER 2022 AT 7.00P.M. SPRINGFIELD PARISH CENTRE

PRESENT

Cllrs: I Fuller, M Girling and R Lee, Y Spence, S Sullivan

In attendance: RFO-Deputy Clerk

14 APOLOGIES FOR ABSENCE

RESOLVED: apologies for absence were accepted from Cllr S Byrne-Lagrué and Cllr C Garrett.

15 MINUTES OF THE COMMITTEE MEETING HELD ON 6th June 2022

RESOLVED: that the minutes of the 6th June 2022, committee meeting be approved and signed as a correct record.

16 CO-OPTION OF NON-COMMITTEE MEMBERS

RESOLVED: that Cllr S Sullivan was co-opted

17 DECLARATIONS OF INTEREST & DISPENSATIONS

RESOLVED: that Cllrs I Fuller, Y Spence and S Sullivan declared a non-pecuniary interest in minute number 25 as members of Beaulieu Community Trust.

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

19 RISK ASSESSMENTS

- (a) Work Unit & Equipment
- (b) Parish Council Offices

RESOLVED: that no significant risks were reported.

20 FINANCIAL MATTERS

20.1 Budget Report

RESOLVED: that the committee budget report attached as **appendix A** be received and accepted.

20.2 Bank Balances & Investments

Members received a statement of the Council's bank accounts and investments as of 30th September 2022

Current A/c	£ 50,000.00
Business Premium A/c	£ 328,571.37 (includes 2 nd half of precept)
CCLA	£ 314,125.30

RESOLVED: that the information is noted.



20.3 Audit

Asset Valuations

Members received a report.

RESOLVED: that

(a) members will continue with current arrangements of a 5% increase year on year of property assets and request a professional valuation for restatement of insurance purposes every 5 years. Concepts of depreciation and impairment adjustments are not required nor appropriate for this method of asset valuation as noted at point 5.65 of The Joint Panel on Accountability and Governance – March 2022

(b) a Fixed Asset Policy will be created and reviewed for adoption at a future meeting.

Annual Governance & Accountability Return

Members were advised that:

(i) PKF Accountants had confirmed that the AGAR has been met in accordance with proper practices, except for the matters reported in Section 3 point 2

(ii) Notice of Conclusion of Audit had been published

RESOLVED: that the information is noted

Interim Internal Audit Report 2022/2023 (3rd Oct 2022)

Members received an Internal Audit report from Heelis & Lodge.

RESOLVED: that

(a) the information is noted.

(b) Heelis & Lodge will continue as the Councils Internal Auditor.

Local Audit (Smaller Authorities) Regulations 2015

Members were advised that SPC will continue as part of the SAAA sector led auditor appointment regime.

RESOLVED: that the information is noted

20.4 Vehicle

Members were informed that the van budget N/C 5010 had been overspent and considered whether these costs should be taken from EMR

RESOLVED: that

(a) the information is noted

(b) EMRs vehicle funds would not be used

20.5 Direct debit incentives

Members considered paying Peninsula HR Services by Direct Debit to receive a £50.00 +VAT goodwill credit if paid in this way.

RESOLVED: Members agreed to pay Peninsula HR Services by Direct Debit

20.6 Donations

Members considered supporting Essex and Herts Air Ambulance.



RESOLVED: members agreed to defer the request until 13th February 2023 meeting.

21 CIL TAX BALANCES AND PROJECTS

21.1 CIL Tax spending – Outdoor Table Tennis table

Members were informed that two outdoor table tennis tables had been purchased for a total cost of £5222.00 including installation. These will be located at Chelmer Village Green and Boleyn Gardens in November 2022.

RESOLVED: that

- (a) residents will be expected to provide their own equipment
- (b) the information is noted.

21.2 Balances and Projects

RESOLVED: that members noted £1674.29 had been received for 15% neighbourhood portion of CIL (01.04.2022 -30.09.2022).

22 IT

Members were informed that:

- (a) a UPS unit had been purchased at a cost of £398 +VAT
- (b) due to SAGE accounts systems not being able to be fully stored to the cloud, viable options need to be investigated going forward with regards to cloud storage v server. Members considered an EMR for a new server in 2023/2024.

RESOLVED: that members agreed an EMR for a new server will not be set and other system providers that use cloud base storage will be investigated and reported back at a future meeting

23 POLICY REVIEWS

23.1 Casual Vacancy on the Council V.6

23.2 Financial Regulations V.5

23.3 Document retention – no amendments

23.4 Grant Fund Guidance – no amendments

23.5 Governance, Strategy and Engagement 2021 to 2026 V.3 - no amendments

23.6 Environmental Statement V.5 and suggested revision

RESOLVED: that

- (a) members reviewed and approved policies 23.1 to 23.5
- (b) policy 23.6 would revert to E&L committee to review and adopt

24 PERSONNEL SUB COMMITTEE

Members received a copy of the minutes of the meeting held on 30th August 2022

RESOLVED: that the information is noted



25 BUDGET 2023/2024

25.1 Finance & Policy Committee Budget 2023 – 2024 (including Earmarked Reserve Balances)

Members received and considered the committee budget in the sum of £265,878 for the 2023/24 financial year

RESOLVED: that the budget of £265,878 attached as **appendix B** was agreed in principle and will be reviewed again prior to the Council setting its precept.

25.2 Precept 2023/2024

RESOLVED: that due to the Community Governance Review taking place, the discussion on the 2023/2024 Springfield Parish precept had been deferred, pending further discussions with the City Council.

Cllr Y Spence

Meeting closed 8.50pm

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Date: 28/10/2022
Time: 15:52:42Springfield Parish Council
Budget ReportFrom: Month 3, June 2022
To: Month 7, October 2022

Chart of Accounts:

Finance and Policy Committee [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
4001 Barclays interest	83.02	6.42	0.00	83.02	83.02	1.13	0.00	83.02
4004 CCLA interest	1,189.14	92.00	0.00	1,189.14	1,473.69	20.11	0.00	1,473.69
4006 Administration Income	0.00	0.00	0.00	0.00	5,750.00	78.48	0.00	5,750.00
4134 Postage & Photocopy Income	20.40	1.58	0.00	20.40	20.40	0.28	0.00	20.40
	1,292.56	100.00	0.00	1,292.56	7,327.11	100.00	0.00	7,327.11
Finance & Policy								
5011 Handymen Unit - Water charges	114.11	8.83	0.00	(114.11)	114.11	1.56	200.00	85.89
5010 Handymen - Vehicle	4,897.68	378.91	0.00	(4,897.68)	4,963.51	67.74	1,900.00	(3,063.51)
5013 Handymen Unit - Business rates	441.60	34.16	0.00	(441.60)	772.84	10.55	1,570.00	797.16
5014 Handymen - Unit - Electricity su	208.28	16.11	0.00	(208.28)	450.26	6.15	600.00	149.74
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	0.00	0.00	0.00	0.00	966.42	13.19	1,955.00	988.58
5018 Handymen - clothing and boots	144.55	11.18	0.00	(144.55)	277.64	3.79	400.00	122.36
5019 Handymen - mobile telephone	41.43	3.21	0.00	(41.43)	67.00	0.91	500.00	433.00
5020 Handymen - Fuel	1,009.33	78.09	0.00	(1,009.33)	1,381.25	18.85	2,000.00	618.75
5021 Handymen - machinery mainten	40.32	3.12	0.00	(40.32)	40.32	0.55	300.00	259.68
5022 Handymen - general maintenanc	336.01	26.00	0.00	(336.01)	478.40	6.53	250.00	(228.40)
5029 Handymen - salaries	21,512.13	1,664.30	0.00	(21,512.13)	31,655.73	432.04	62,195.00	30,539.27
5032 Petty Cash - General	66.28	5.13	0.00	(66.28)	102.81	1.40	131.20	28.39
5040 Miscellaneous	14.50	1.12	0.00	(14.50)	14.50	0.20	0.00	(14.50)
5050 Salaries - Parish Council staff	54,065.93	4,182.86	0.00	(54,065.93)	76,781.04	1,047.90	133,000.00	56,218.96
5060 Internal Audit	230.00	17.79	0.00	(230.00)	440.00	6.01	440.00	0.00
5061 External audit & Accountants	1,300.00	100.58	0.00	(1,300.00)	2,440.00	33.30	2,400.00	(40.00)
5080 G P Competence	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5110 Courses & Training	315.00	24.37	0.00	(315.00)	340.00	4.64	1,000.00	660.00
5129 Postage costs	25.00	1.93	0.00	(25.00)	75.00	1.02	450.00	375.00
5120 Telephone & Broadband	550.37	42.58	0.00	(550.37)	794.04	10.84	1,000.00	205.96
5130 Stationery	89.38	6.91	0.00	(89.38)	96.48	1.32	600.00	503.52
5131 Insurance costs	0.00	0.00	0.00	0.00	4,037.02	55.10	4,000.00	(37.02)
5132 Office furniture & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
5140 Photocopier charges	87.49	6.77	0.00	(87.49)	170.24	2.32	350.00	179.76
5145 Business Rates	883.20	68.33	0.00	(883.20)	1,545.67	21.10	3,150.00	1,604.33
5150 Bank charges	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.00
5160 Subscription costs	246.00	19.03	0.00	(246.00)	2,100.55	28.67	2,100.00	(0.55)
5161 Gas supplies	130.05	10.06	0.00	(130.05)	841.54	11.49	1,200.00	358.46
5171 Electricity supplies	420.29	32.52	0.00	(420.29)	499.33	6.81	2,000.00	1,500.67
5172 Professional fees	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5200 Chairman's allowance	75.00	5.80	0.00	(75.00)	75.00	1.02	250.00	175.00
5211 Lift Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
5210 Community Police	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
5230 IT & Software services	6,085.37	470.80	0.00	(6,085.37)	6,356.36	86.75	6,500.00	143.64
5300 Website services	669.00	51.76	0.00	(669.00)	669.00	9.13	2,000.00	1,331.00
5307 HR personnel services	3,221.80	249.26	0.00	(3,221.80)	4,016.76	54.82	3,700.00	(316.76)
5501 Publicity & Advertising annual r	44.74	3.46	0.00	(44.74)	62.74	0.86	100.00	37.26
	97,264.84	7,524.98	0.00	(97,264.84)	142,625.56	1,946.55	238,221.20	95,595.64
Net Profit/(Loss):	(95,972.28)	(7,424.98)	0.00	(95,972.28)	(135,298.45)	(1,846.55)	(238,221.20)	102,922.75

SPRINGFIELD PARISH COUNCIL - FINANCE & POLICY BUDGET 2023 - 2024

N/C	ITEM	Current budget 2022 - 2023	01/04/2022 - 31/10/2022 Actual Spend	Proposed budget 2023 - 2024	Comments - current costs unless specified
5010	Handyman - vehicle	£1,500.00	£4,965.51	£2,542.00	Tax £277.50 / Insurance £563 / £140 service & MOT / £1500 remediate plus 3.5% increase on these costs
5011	Handyman - water charges Unit	£200.00	£114.11	£435.00	Increase £23.21-22 £102.22 20-21 plus 2.5% increase on actual costs
5013	Handyman - Work unit council tax	£1,570.00	£775.84	£1,380.00	Decrease £1104.21-22 £1093.20-21 plus 2.5% increase on actual costs
5014	Handyman - Work unit electricity	£600.00	£450.26	£765.00	Increase plus 50% from July 2024 due to expected electricity charges increase - fixed June 2024
5015	Handyman Health & Safety	£150.00	£60.00	£100.00	Decrease £50 20-21 £70 21-22
5016	Handyman - bin hire	£1,955.00	£966.42	£1,985.00	Increase £1914.21-23 plus 2.5% increase on actual costs
5018	Handyman - clothing and boots	£400.00	£277.64	£500.00	Increase - new member of staff
5019	Handyman - Mobile telephone	£500.00	£67.00	£124.00	Decrease - fixed until 2024
5020	Handyman - petrol	£2,000.00	£1,381.25	£2,500.00	Increase - £235.51-22 - fuel cost rising considerably still - plus 5% increase on actual costs
5021	Handyman - machinery maintenance	£300.00	£40.32	£300.00	No change - equipment maintenance to be done in winter months
5022	Handyman - petrol maintenance equipment	£250.00	£276.40	£300.00	Increase - Waste pack £950 per year / £400 for equipment - no major equipment required
5023	Handyman - salaries	£67,185.00	£31,655.73	£71,000.00	Increase - Also budgeted for a 3% uplift we have not been advised as yet (if this will be received)
5024	General - petty cash	£131.70	£102.81	£100.00	Has a surplus balance from previous year. Once spent this will be depleted
5025	General - petty cash	£60.00	£14.50	£60.00	Black armbands
5026	Parish Council staff salaries	£133,000.00	£76,781.04	£150,000.00	Increase - Also budgeted for a 3% uplift we have not been advised as yet (if this will be received) and £2K contingencies
5027	Parish Council staff salaries	£440.00	£440.00	£480.00	Increase - £30 per half year visit
5028	Parish Council staff salaries	£2,400.00	£2,440.00	£2,501.00	Increase - £1300 RKF / £1140 Golls plus 2.5% increase on these costs
5029	Gr Competence/Operations	£500.00	£60.00	£500.00	one donation request received as at 31.10.2022
5030	Gr Competence/Operations	£60.00	£60.00	£71,000.00	Increase - costs for admin to CCC for Elections in 2023 based on a combined poll held in 2021 - this is worst case scenario as expressed by CCC.
5031	Gr Competence/Operations	£1,000.00	£40.00	£1,500.00	Increase - NW CICA source to £950 alone
5032	Gr Competence/Operations	£1,000.00	£794.04	£1,470.00	Increase - rental/call charges gone up plus 5% increase on actual costs
5033	Gr Competence/Operations	£450.00	£75.00	£300.00	Decrease - postage costs reduced due to reduced fees/emailed/hand delivery
5034	Gr Competence/Operations	£600.00	£95.48	£600.00	No change
5035	Gr Competence/Operations	£4,000.00	£4,097.02	£4,230.00	Increase - Cyber Ins £56.48 / Buildings & Contents £3840.94 - 5% increase in July 2023
5036	Gr Competence/Operations	£250.00	£0.00	£250.00	No change
5037	Gr Competence/Operations	£350.00	£70.24	£350.00	No change - company confirmed that charges are not increasing
5038	Gr Competence/Operations	£1,100.00	£1,545.67	£978.00	Decrease - plus 3% increase on actual costs
5039	Gr Competence/Operations	£30.00	£0.00	£30.00	No change
5040	Gr Competence/Operations	£2,100.00	£2,100.00	£2,500.00	Increase - Data Protection £55 / EALC £656 / MLC £1139 / SCCC £931 / Essex Wildlife Trust £40 / Friends of Historic Essex £12 / Quality Award £50 / £137 13th Ed ICA Bookplus 2.5% increase on these costs
5041	Gr Competence/Operations	£1,600.00	£1,600.00	£1,600.00	Increase - £600 21-22 £1000 20-21 fixed November 2023
5042	Gr Competence/Operations	£1,957.00	£1,957.00	£1,957.00	Decrease - plus 50% from July 2024 due to expected electricity charge increase - fixed June 2024
5043	Gr Competence/Operations	£900.00	£900.00	£900.00	No change
5044	Gr Competence/Operations	£250.00	£250.00	£250.00	No change
5045	Gr Competence/Operations	£50.00	£50.00	£50.00	No change - no community officers at present
5046	Gr Competence/Operations	£50.00	£50.00	£50.00	No change - maintenance was included in lift repairs for 2022/2023
5047	Gr Competence/Operations	£6,300.00	£6,356.35	£6,300.00	2.5% increase on these costs
5048	Gr Competence/Operations	£1,205.00	£1,205.00	£1,205.00	Reduce - Wordpress Website hosting and daily backup includes SSL Certificate £150 / SSL Licence £100 / Wordpress Maintenance plan £80 / Website Maintenance tidy up plan £120 / Coolbot £130 / Accessible software £90 / £115 current website domain (due every 2 years - Feb 2024) / £115 (old website address - to keep the domain) plus 2.5% increase on these costs
5049	Gr Competence/Operations	£3,920.00	£4,015.76	£3,920.00	for which £1957 was introduction fee) Increase - Peninsula £1614 / Advert for employment roles £110 plus 2.5% increase on these costs
5050	Gr Competence/Operations	£32.00	£52.74	£32.00	Decrease - Advertising £40 / Publishing £40 plus 2.5% increase on these costs (Essex Chronicle purchase will discontinue April 2023)
5051	Gr Competence/Operations	£279,901.00	£142,625.56	£279,901.00	
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