

TWYFORD PARISH COUNCIL

Minutes of the Finance Committee

to be held on **Thursday 12th October 2017** at 7.30 p.m. in the Pavilion, Hunter Park

| Councillors present | Councillors absent/apologies | In attendance |
|----------------------------|-------------------------------------|----------------------|
| Councillor West (Chair) | Cllr Mitchell | J.Nicholson - Clerk |
| Councillor Wheeler | | S.Watson |
| Councillor Lawton | | |
| Councillor Forder-Stent | | |
| Councillor Sellars | | |
| | | |
| | | |

| Item | Business Transacted | |
|---------------|--|----------------|
| F17/17 | To note absences and consider apologies for absence | |
| | No member of the finance committee was absent | |
| F18/17 | To receive declarations of interest relevant to Agenda Items | |
| | The standard declarations were referenced. In addition Cllr Wheeler declared the Parish Hall and the Playgroup, and Cllr Sellars declared the Playgroup. | |
| F19/17 | Public Participation - To receive questions from the members of the public | |
| | Sonia Watson updated the Committee that the Parish Hall Committee have resolved to look at installing wi-fi to the Parish Hall, to be available to be used by the Parish Council. | |
| F20/17 | To approve and sign as a true record the minutes of the meeting held on 11th May 2017 | |
| | The minutes from 11 th May 2017 were considered to be a true record. Proposed by Cllr Lawton and seconded by Cllr Forder-Stent. | |
| F21/17 | Update on matters arising from the minutes of the meeting held on 11th May 2017 | |
| | Cllr West went through all of the actions from the minutes from 11 th May. Actions: Clerk to check there is a map on the website of current assets Actions: Rebuild cost of the pavilion to be finalised, Sonia Watson has asked Zen to provide. Clerk to follow up with Sonia Watson | JN JN |
| F22/17 | To review Q2 receipts and payments and summary | |
| | The Clerk talked through the Q2 receipts and payments, with support from Sonia Watson. The Cllrs were happy for the accounts to be presented to the FPC on 19 th October. Actions: The Clerk to email the FPC the accounts as presented Clerk to amend the insurance cover once the machinery has been sold from Hunter Park. | JN JN IW |

| | | |
|---------------|---|------------------------------------|
| | <p>Cllr Wheeler to contact Andy Hiney and confirm the number of Twyford residents on the electoral roll as per 1st April, so we can calculate the amount of Section 137 we can award.</p> <p>The Clerk and Cllr West to investigate the best method to allocate £10k a year for play equipment, do we allocate the balance from £15k this year to budget for next year, or allocate in reserves.</p> <p>Clerk to email the Neighbourhood Plan team to see if they have any requirements for CIL funding for implementation of the NP.</p> <p>Clerk to keep a separate note on the budget summary of how much the Neighbourhood Plan is costing to date</p> | <p>JN / SW</p> <p>JN</p> <p>JN</p> |
| F23/17 | To programme in a review of the Asset Register | |
| | <p>Sonia Watson reported to the FPC in March 2017 the asset register, so it will need to be updated again for March 2018</p> <p>Actions</p> <p>Sonia Watson will look at rebuild costs of the pavilion</p> <p>Clerk and Cllr West to remove the Hunter Park machinery from the asset register</p> <p>Clerk to add to agenda of 8th March FPC “resolve to approve the updated asset register”</p> | <p>SW</p> <p>JN / SW</p> <p>JN</p> |
| F24/17 | To programme in a review of the Financial Standing Orders | |
| | <p>The Financial Standing Orders need to approved at the AGM in May 2018.</p> <p>Actions</p> <p>Cllr West to bring to the Finance Committee 8th March 2018</p> <p>Cllr West to present them to the FPC 15th March 2018</p> | <p>SW</p> <p>SW</p> |
| F25/17 | To update on status of who has access to the HSBC bank account | |
| | <p>Councillors Lawton, West and Forder-Stent are able to access the bank account using the bank. Cllr West is able to access the bank account online. The Clerk is able to access the account online and using the bank. Cllr Watson access has been deleted.</p> | |
| F26/17 | Review the reserves for the playground equipment which needs replacing at Hunter Park and confirm funds are available | |
| | <p>From the review of the Q2 Summary accounts the finance committee were able to see there were sufficient funds to replace the broken play equipment at Hunter Park. The total cost is £11,604.68. We have applied for Open Space funding, which is £778.62, the remaining which the Parish Council would need to fund is £10,826.06.</p> <p>The finance committee resolved to recommend the Parish Council approve this expenditure at FPC 19th October 2017. Proposed by Cllr Wheeler, seconded by Cllr Sellars.</p> | |
| F27/17 | Approve the Clerk’s salary including monthly working from home expenditure | |
| | <p>Part of the Clerks expenses (£5 a week) for working from home are subject to tax.</p> <p>It was resolved that this should be added to the Clerk’s salary, which adds £21.66 a month to the clerks salary, totalling £871.14 per month. Proposed by Cllr Forder-Stent, seconded by Cllr Sellars.</p> | |

| | | |
|---------------|--|--------------------------------------|
| | Action Cllr Lawton to sign a letter to the Clerk outlining her new salary. | JN / WL |
| F28/17 | Define the budget setting process for 2017/2018 and key dates for delivering | |
| | <p>The key determining factor for budget setting is we need to tell WCC in January 2018 what the precept needs to be.</p> <p>It was agreed that to commence the process we will move the January 2018 finance meeting, to 9th November 2017. The budget will then be presented at the FPC 14th December 2017 for approval.</p> <p>Actions</p> <p>Clerk to change the meeting details on the PC website</p> <p>Clerk to email all Councillors asking for budget thoughts ahead of 9th November</p> <p>Cllr Forder-Stent and Cllr West progress CIL application for next year</p> | <p>JN</p> <p>JN</p> <p>AF-S / SW</p> |
| F29/17 | Authorise expenditure on the Neighbourhood Plan, for Terra Firma to update their landscape assessment on Site 26 (taking into account Spindrift's proposed housing plan) £500 + VAT | |
| | <p>The Terra Firma landscape assessment of Site 26 for the Neighbourhood Plan needs updating, considering findings from other reports by independent assessors in the past 18 months, since completion of the original report.</p> <p>The finance committee resolved to authorise expenditure of £500, proposed by Cllr Forder-Stent and seconded by Cllr Wheeler.</p> | |
| F30/17 | Resolve a 3 month fund of £20,000 for the current account, with remaining funds to be held in the HSBC deposit account | |
| | <p>It was considered to improve security to have a maximum fund of £20,000 in the current account, moving the rest of the balance to the savings account. £20,000 would be transferred to the current account every 3 months. It was resolved to implement this, proposed by Cllr Sellars and seconded by Cllr Forder-Stent.</p> | |
| F31/17 | To raise any items for the next agenda and agree the date of the next meeting currently scheduled for 11th January 2018 | |
| | <p>It was agreed to bring the meeting forward to the 9th November, for the purpose of budget setting.</p> | |

Jo Nicholson - Clerk to the Parish Council – 17th October 2017

Contact: twyfordclerk@gmail.com

Q2 receipts and payments summary

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D11 Grants & Donations (CTS)

| 2nd QUARTER ENDED 30 SEPTEMBER 2017 | | | | | | | | | | | | | draft | | draft | |
|-------------------------------------|------------|------------|--|-----------|---|---|---|-----------|------------------|-------------------|------------------|-------------------|------------------|------------------|------------------|--|
| Prior Year | 2017/2018 | Q2 YTD -v- | july, aug, sept | | | | | | april - sept | Second half yr | Est Forecast | Forecast | Variance | Budget | Budget | |
| Actual | Budget | Budget | Figures shown exclusive of VAT | | | | | | Half Yr | forecast | for YR | v Budget | v Budget | 2018/2019 | 2017/2018 | |
| £ | £ | % | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | |
| RECEIPTS | | | | | | | | | | | | | | | | |
| Finance | | | | | | | | | | | | | | | | |
| 71,101.69 | 86,238.00 | 100% | Precept | 43,119.00 | | | | 86,238.00 | - | 86,238.00 | - | 0% | 86,238.00 | 71,000.00 | | |
| 74.53 | 5.00 | 164% | Bank Interest | 4.10 | | | | 8.20 | 8.20 | 16.40 | 11.40 | 228% | 15.00 | 5.00 | | |
| 33,003.94 | 3,762.00 | 101% | Grants & Donations (CTS) | 1,881.00 | | | | 3,782.50 | - | 3,782.50 | 20.50 | 1% | 1,800.00 | 4,995.00 | | |
| 104,180.16 | 90,005.00 | 100% | | | | | | 90,028.70 | 8.20 | 90,036.90 | 31.90 | | 88,053.00 | 76,000.00 | | |
| | | | Sub total | 45,004.10 | | | | | | | | | | | | |
| Recreation | | | | | | | | | | | | | | | | |
| 4,304.33 | 4,000.00 | 42% | Hunter Park Pitches | 920.00 | | | | 1,692.00 | 1,350.00 | 3,042.00 | - 958.00 | -24% | 3,000.00 | 4,000.00 | | |
| 2,420.00 | 450.00 | 336% | Hunter Park Pavilion | 1,095.00 | | | | 1,510.00 | 850.00 | 2,360.00 | 1,910.00 | 424% | 800.00 | 2,000.00 | | |
| 464.00 | 550.00 | 121% | Allotments | - | | | | 663.27 | - | 663.27 | 113.27 | 21% | 650.00 | 550.00 | | |
| 7,188.33 | 5,000.00 | 77% | | | | | | 3,865.27 | 2,200.00 | 6,065.27 | 1,085.27 | | 4,450.00 | 6,550.00 | | |
| | | | Sub total | 2,015.00 | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | | | | |
| 4,240.00 | - | | Neighbourhood Plan | - | | | | - | - | - | - | - | - | - | | |
| 4,964.99 | 5,100.00 | | Water Meadows | 5,525.80 | | | | 5,525.80 | - | 5,525.80 | 425.80 | 8% | 5,100.00 | 5,100.00 | | |
| 9,244.57 | - | 0% | Open Space Funding | - | | | | - | - | 1,000.00 | 1,000.00 | | - | - | | |
| | | | water meadow and lock grant | - | | | | - | - | 11,000.00 | 11,000.00 | | - | - | | |
| 18,449.56 | 5,100.00 | | | | | | | 5,525.80 | 12,000.00 | 17,525.80 | 12,425.80 | | 5,100.00 | 5,100.00 | | |
| | | | Sub total | 5,525.80 | | | | | | | | | | | | |
| 129,818.05 | 100,105.00 | | TOTAL RECEIPTS EXCLUSIVE OF VAT | | | | | | 52,544.90 | 99,419.77 | 14,208.20 | 113,627.97 | 13,522.97 | 97,603.00 | 82,550.00 | |
| | | | VAT Reclaims rec'd | | | | | | 972.70 | | | | | | | |
| | | | VAT charged | | | | | | - | 972.70 | 24.00 | - 24.00 | | | | |
| 129,818.05 | 100,105.00 | 102% | TOTAL RECEIPTS with VAT | | | | | | 53,517.60 | 101,614.00 | 16,402.43 | 113,627.97 | 11,328.74 | 97,603.00 | 82,550.00 | |
| PAYMENTS | | | | | | | | | | | | | | | | |

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D11 Grants & Donations (CTS)

| 2nd QUARTER ENDED 30 SEPTEMBER 2017 | | | | | | | | | | | | | draft | | draft | |
|--|-----------|------------|-----------------------------------|----------|---|---|---|-----------|--------------|----------------|--------------|----------|-----------|-----------|-----------|--|
| Prior Year | 2017/2018 | Q2 YTD -v- | july, aug, sept | | | | | | april - sept | Second half yr | Est Forecast | Forecast | Variance | Budget | Budget | |
| Actual | Budget | Budget | Figures shown exclusive of VAT | | | | | | Half Yr | forecast | for YR | v Budget | v Budget | 2018/2019 | 2017/2018 | |
| £ | £ | % | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | | |
| RECEIPTS | | | | | | | | | | | | | | | | |
| Clerk's employment costs inc. allowances | | | | | | | | | | | | | | | | |
| 13,136.51 | 13,000.00 | 45% | | 2,967.73 | | | | 5,817.49 | 7,280.00 | 13,097.49 | 97.49 | 1% | 14,560.00 | 12,275.00 | | |
| 53.69 | 100.00 | 67% | Clerk's Expenses | 67.28 | | | | 67.28 | 100.00 | 167.28 | 67.28 | 67% | 200.00 | 500.00 | | |
| 1,585.50 | 1,000.00 | 53% | Administration | 120.61 | | | | 530.92 | 530.92 | 1,061.84 | 61.84 | 6% | 1,000.00 | 800.00 | | |
| 120.00 | 250.00 | 0% | External Advice | - | | | | - | - | - | - 250.00 | -100% | 250.00 | 250.00 | | |
| 342.85 | 750.00 | 28% | Training | - | | | | 210.00 | 500.00 | 710.00 | - 40.00 | -5% | 750.00 | 750.00 | | |
| 2,407.45 | 2,750.00 | 91% | Insurance Premium | 2,500.25 | | | | 2,500.25 | 2,500.25 | 2,500.25 | - 249.75 | -9% | 2,750.00 | 2,750.00 | | |
| 5,163.36 | 4,000.00 | 0% | Grants & Donations: See also Misc | - | | | | - | - | - | - 4,000.00 | -100% | 4,000.00 | 4,000.00 | | |
| 2,035.90 | 3,000.00 | 2% | Section 137 | - | | | | 57.80 | 3,550.00 | 3,607.80 | 607.80 | 20% | 3,000.00 | 3,000.00 | | |
| 871.00 | 750.00 | 20% | Hall Hire | 150.00 | | | | 150.00 | 950.00 | 1,100.00 | 350.00 | 47% | 1,200.00 | 1,200.00 | | |
| | 250.00 | 0% | Legal Fees | - | | | | - | - | - | - 250.00 | -100% | 250.00 | 250.00 | | |
| 650.96 | 750.00 | 117% | Audit Fees | 400.00 | | | | 875.00 | - | 875.00 | 125.00 | 17% | 875.00 | 750.00 | | |
| 439.00 | 500.00 | 97% | Subscriptions & Publications | 30.90 | | | | 483.90 | - | 483.90 | - 16.10 | -3% | 500.00 | 500.00 | | |
| 2,524.94 | 2,800.00 | 47% | Street Lighting | 160.00 | | | | 1,313.96 | 1,243.13 | 2,557.09 | - 242.91 | -9% | 2,800.00 | 3,500.00 | | |
| 580.00 | 500.00 | 32% | SLR | - | | | | 160.00 | 240.00 | 400.00 | - 100.00 | -20% | 500.00 | 800.00 | | |
| 1,877.25 | 1,800.00 | 51% | PWLB (Pavilion) | - | | | | 915.00 | 915.00 | 1,830.00 | 30.00 | 2% | | | | |
| 31,788.41 | 32,200.00 | | Sub total | 6,396.77 | | | | 13,081.60 | 15,309.05 | 28,390.65 | - 3,809.35 | | 32,435.00 | 31,325.00 | | |
| | | | | | | | | | | | | | | | | |
| Recreation | | | | | | | | | | | | | | | | |
| 18,769.39 | 21,150.00 | 41% | Hunter Park Grounds | 3,424.99 | | | | 8,589.84 | 14,376.98 | 22,966.82 | 1,816.82 | 9% | 26,150.00 | 19,750.00 | | |
| 2,178.45 | 1,500.00 | 44% | Hunter Park Pavilion | 166.13 | | | | 658.13 | 1,000.00 | 1,658.13 | 158.13 | 11% | 1,500.00 | 2,400.00 | | |
| 2,923.60 | 3,750.00 | 35% | Repairs & Maintenance | 1,301.21 | | | | 1,330.37 | 1,500.00 | 2,830.37 | - 919.63 | -25% | 3,750.00 | 3,750.00 | | |
| 9,547.07 | 15,000.00 | 0% | New assets | - | | | | - | 12,000.00 | 12,000.00 | - 3,000.00 | -20% | 10,000.00 | - | | |
| 4,343.04 | 6,900.00 | 30% | Other Open Spaces | 1,283.51 | | | | 2,060.15 | 2,916.00 | 4,976.15 | - 1,923.85 | -28% | 7,000.00 | 7,000.00 | | |
| 466.14 | 300.00 | 0% | Allotments | - | | | | - | 115.00 | 115.00 | - 185.00 | -62% | 300.00 | 300.00 | | |
| 38,227.69 | 48,600.00 | | Sub total | 6,175.84 | | | | 12,638.49 | 31,907.98 | 44,546.47 | - 4,053.53 | | 48,700.00 | 33,200.00 | | |

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D11 Grants and Donations (CTS)

| 2nd QUARTER ENDED 30 SEPTEMBER 2017 | | | | | | | | | | | | | draft | |
|---|-----------|------------|--|--|--------|------------------|-------------------|--------------------|-------------------|----------|------------------|------------------|-------|--|
| Prior Year | 2017/2018 | Q2 YTD -v- | RECEIPTS | | | april - sept | Second half yr | Est Forecast | Forecast | Variance | Budget | Budget | | |
| Actual | Budget | Budget | Figures shown exclusive of VAT | | | Half Yr | forecast | for YR | v Budget | v Budget | 2018/2019 | 2017/2018 | | |
| £ | £ | % | £ | | | £ | £ | £ | £ | % | £ | £ | | |
| 11,237.53 | 8,000.00 | 22% | Neighbourhood Plan | | 82.50 | 1,745.15 | 9,200.00 | 10,945.15 | 2,945.15 | 37% | 7,560.00 | 7,560.00 | | |
| 5,204.34 | 5,700.00 | 35% | Water Meadows (includes loan and mainten | | 231.53 | 2,020.45 | 8,088.00 | 10,108.45 | 4,408.45 | 77% | 5,700.00 | 5,700.00 | | |
| 41,835.70 | - | | Water Meadows Lock project | | | | 11,000.00 | 11,000.00 | 11,000.00 | | | | | |
| 58,277.57 | 13,700.00 | | Miscellaneous (Note 1) | | 100.00 | 304.50 | 996.00 | 1,300.50 | 1,300.50 | | 100.00 | - | | |
| | | | Sub total | | 414.03 | 4,070.10 | 29,284.00 | 33,354.10 | 19,654.10 | 143% | 13,360.00 | 13,260.00 | | |
| | | | TOTAL PAYMENTS EXCLUSIVE OF VAT | | | 12,986.64 | 29,790.19 | 76,501.03 | 106,291.22 | | 94,495.00 | 77,785.00 | | |
| | | | VAT on payments | | 322.11 | 322.11 | 1,318.81 | 1,318.81 | | | | | | |
| 128,293.67 | 94,500.00 | | TOTAL PAYMENTS including VAT | | | 13,308.75 | 31,109.00 | 77,819.84 | 108,928.84 | 1.43 | 94,495.00 | 77,785.00 | | |
| 1,524.38 | 5,605.00 | | Surplus / - Deficit exc VAT | | | 39,558.26 | 69,629.58 | - 62,292.83 | 7,336.75 | | 3,108.00 | 4,765.00 | | |
| | | | BALANCE BROUGHT FORWARD on 01/07/17 | | | | 102,551.64 | | | | | | | |
| | | | ADD Total Receipts (as above) | | | | 53,517.60 | | | | | | | |
| | | | LESS Total payments (as above) | | | | 13,308.75 | | | | | | | |
| | | | Balance Carried forward 30/09/17 | | | | 142,760.49 | | | | | | | |
| These cumulative funds are represented by: | | | | | | | | | | | | | | |
| Current Account Balance per sheet 102,075.83 | | | | | | | | | | | | | | |
| Less: Cheques drawn but not debited as at 30.09.17 nos. 40,684.66 | | | | | | | | | | | | | | |
| Deposit Account Balance per sheet - | | | | | | | | | | | | | | |
| Other Account - | | | | | | | | | | | | | | |
| 142,760.49 | | | | | | | | | | | | | | |
| Signed: Responsible Finance Officer to Twyford Parish Council Date: | | | | | | | | | | | | | | |
| NOTES | | | | | | | | | | | | | | |

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D11 Grants and Donations (CTS)

| 2nd QUARTER ENDED 30 SEPTEMBER 2017 | | | | | | | | | | | | | draft | |
|---|-----------|------------|---|--|--|--------------|-------------------|--------------|----------|----------|-----------|-----------|-------|--|
| Prior Year | 2017/2018 | Q2 YTD -v- | RECEIPTS | | | april - sept | Second half yr | Est Forecast | Forecast | Variance | Budget | Budget | | |
| Actual | Budget | Budget | Figures shown exclusive of VAT | | | Half Yr | forecast | for YR | v Budget | v Budget | 2018/2019 | 2017/2018 | | |
| £ | £ | % | £ | | | £ | £ | £ | £ | % | £ | £ | | |
| | | | | | | | | | | | | | | |
| | | | Balance Carried forward 30/09/17 | | | | 142,760.49 | | | | | | | |
| These cumulative funds are represented by: | | | | | | | | | | | | | | |
| Current Account Balance per sheet 102,075.83 | | | | | | | | | | | | | | |
| Less: Cheques drawn but not debited as at 30.09.17 nos. 40,684.66 | | | | | | | | | | | | | | |
| Deposit Account Balance per sheet - | | | | | | | | | | | | | | |
| Other Account - | | | | | | | | | | | | | | |
| 142,760.49 | | | | | | | | | | | | | | |
| Signed: Responsible Finance Officer to Twyford Parish Council Date: | | | | | | | | | | | | | | |
| NOTES | | | | | | | | | | | | | | |

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