

TWYFORD PARISH COUNCIL

Minutes of the meeting of the Finance Committee
held on **Thursday 11th July 2019** at 7.30pm. Gilbert Room, Twyford Parish Hall

Councillors present	Councillors absent/apologies	In attendance
Councillor Sellars (Chair)	Councillor Forder-Stent	J.Nicholson - Clerk
Councillor Wheeler	Councillor Cook	
Councillor Lawton		
Councillor Pullen		
Councillor Corcoran		

Item	Business Transacted
F16/19	To note absences and consider apologies for absence
	Apologies were received from Cllr Forder Stent and Cllr Cook
F17/19	To receive declarations of interest relevant to Agenda Items
	The registered declarations were applied
F18/19	Public Participation - To receive questions from the members of the public
	None received
F19/19	Elect a Chair and Vice Chair
	Cllr Sellars was happy to stand as Chair and was proposed by Cllr Lawton and seconded by Cllr Wheeler. Cllr Lawton was proposed as Vice Chair by Cllr Wheeler and seconded by Cllr Corcoran.
F20/19	To approve and sign as a true record the minutes of the meeting held on 11th April 2019
	The minutes from 11 th April were considered a true record of events. Proposed by Cllr Wheeler and seconded by Cllr Corcoran. The Minutes were signed by Cllr Sellars at the meeting.
F21/19	Update on matters arising from the minutes of the meeting held on 11th April 2019
	No additional items were discussed.
	The RFO compiled a report on Q1 financials and the VAT return. The report was circulated to the Cllrs present, and discussed in relation to the following items. See Appendix 1.
F22/19	Review and Sign off Q1 financials
	The Q1 financials were reviewed, discussed and approved. Cllr Sellars signed the accounts.
	Some points of discussion were generated:
	- Could a smart metre be installed at the pavilion to see where electricity is being used.
Clerk	Action: Clerk to investigate smart metre installation at the pavilion

	<ul style="list-style-type: none"> - Could water usage be reduced at the allotments by imposing a hose pipe ban Action: Clerk to add to Rec agenda 25.07.2019 - Is there a charge for the removal of waste water from the pavilion and allotments? Action: Clerk and Cllr Wheeler to review the water bills for waste water charges
F23/19	Review and approve Q1 VAT return
	The VAT return has been completed based on the financials. The VAT return was approved
F24/19	Review budgets to the end of the year, including project forecast; flooding survey / berry meadow / open space.
Clerk	<p>A review of the budget against forecasting generated some discussion.</p> <p>The sand pit at Hunter Park requires digging down, and new membrane and new sand being installed. In addition, the play inspection highlights the wooden frame of the sand pit needs replacing. Quotes for the sand is anticipated to be £800. The anticipated cost of total works is £1,500. The 2019/ 2020 budget for top up sand is £174, therefore £1,325 additional funds are required.</p> <p>In addition, the 2019/2020 budget has allocation of £750 towards new goals. Since creating the budget, wheeled goals are preferable at a cost of £2,500, requiring £1,750 additional funds.</p> <p>The total of these two additional spends is £3,100. The finance committee discussed that this could be funded from unused spend on a pollution kit (£864), and £2,200 could come out of the basketball refurbishment budget.</p> <p>Action: Clerk to add resolution to FPC agenda 18th June to redirect budget towards renovation of sand pit and purchase wheeled goals</p>
Clerk	<p>The Neighbourhood Plan has a £2,600 budget for the marketing of the pre-submission plan. Most of this activity will take place during August, and a sign off process of expenditure is required. The committee agreed that a marketing plan will be proposed to the FPC on 18th July for approval, with a resolution to spend up to the £2,600 with no item over £750 (unless 3 quotes obtained). All expenditure requires approval from either Cllr Sellars, Cllr Lawton or the RFO.</p> <p>Action: Clerk to add N Plan pre submission marketing plan approval and expenditure of £2,600 budget to FPC agenda 18th July.</p>
Clerk	<p>The output from the Two parks strategy workshop is yet to be received. It was agreed that the recreation committee would produce a plan and propose a process and implementation plan to the FPC for approval.</p> <p>Action: Clerk to add Two Parks strategy implementation to rec committee agenda 25.07.19</p>

Clerk	<p>The RFO informed the committee that a form needed completing to inform SDNP how the CIL money has been spent.</p> <p>Action: Clerk to complete form, and review if a response is also required to HCC for the flood mitigation survey grant.</p> <p>Cllr Corcoran has submitted a grant to HCC £5,000 towards the second phase of the water meadow project to help bridge the gap between the Leaders grant and the total cost (approx. £8,000).</p>
F25/19	Review specifications in the internal auditor tender process
Clerk	<p>The Clerk has written a specification for requirements to obtain quotes for an internal auditor. The committee reviewed the requirements, and the Clerk is to send out to the list of registered auditors with HALC.</p> <p>Action: Clerk to send out for quotes for an internal auditor</p>
F26/19	Agree timetable for S137 applications and requests for funding (allotment notice board)
IW Clerk	<p>No expenditure has been made against the grants and donations or S137 budgets.</p> <p>Actions:</p> <ul style="list-style-type: none"> - Cllr Wheeler to ask Ballard Close trustees to put in for a S137 for their portion of the play inspection report - Clerk to put message out on TIS to encourage S137 applications for September FPC meeting 19th September 2019
SP	<p>The Parish Council notice board at the allotments requires replacing. Cllr Corcoran has one which may be utilised.</p> <p>Action: Cllr Pullen to review suitability of spare notice board</p>
F27/19	To raise any items for the next agenda and agree the date of the next meeting currently scheduled for 10th October 2019
	<p>The date of the next finance meeting was agreed as 10th October. During the summer, in the absence of the RFO, Cllr Lawton and Cllr Sellars are able to approve expenditure.</p>

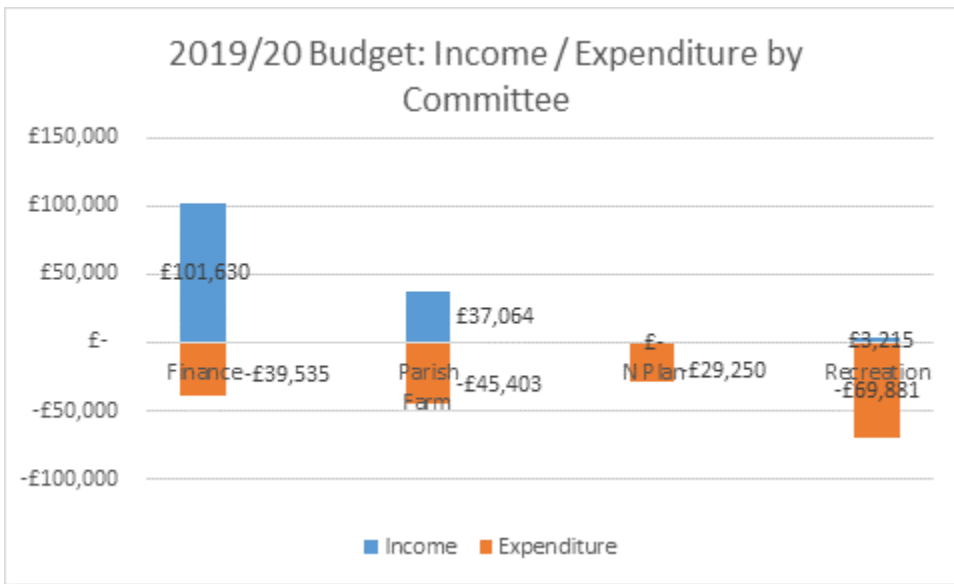
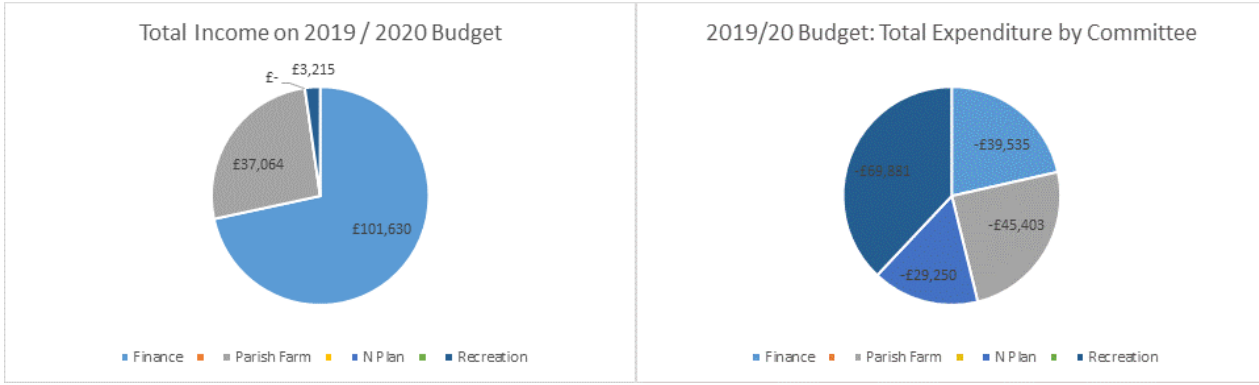
Jo Nicholson - Clerk to the Parish Council – 17th July 2019

Contact: clerk@twyfordhants.org.

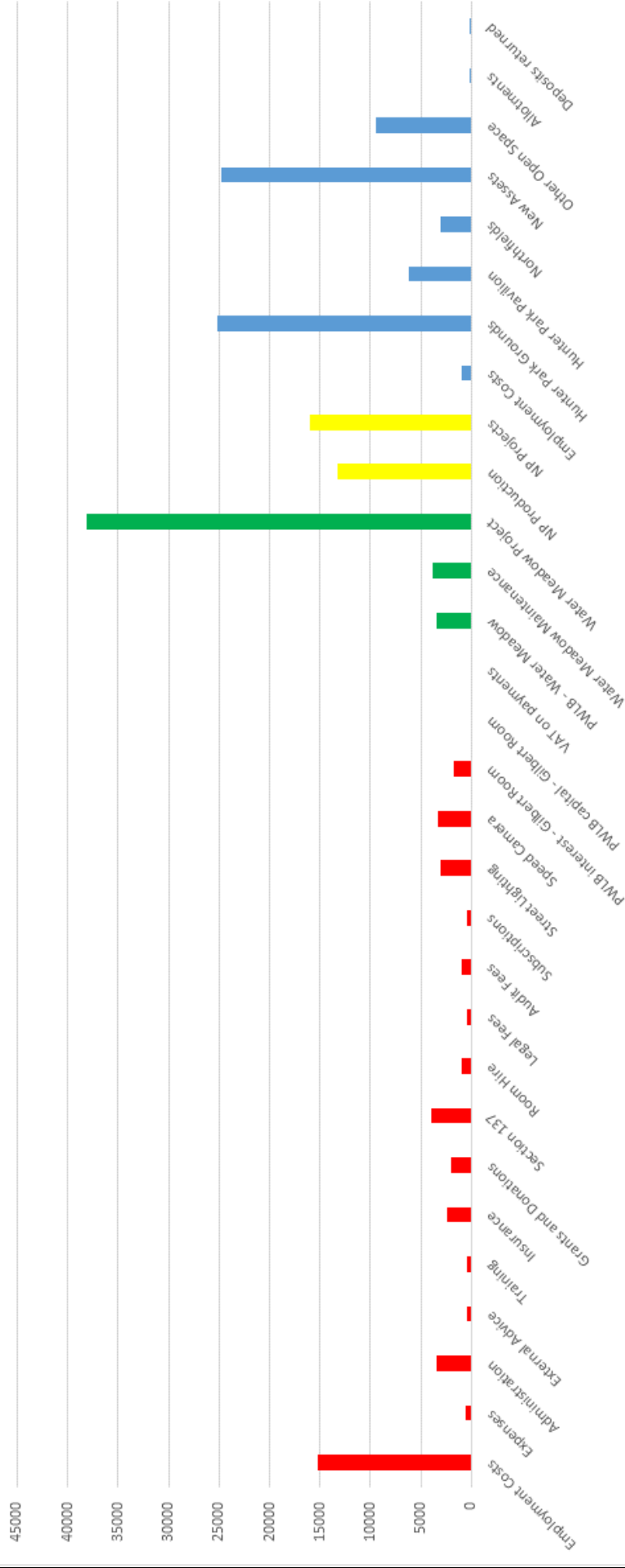
Appendix 1

Twyford Parish Council
RFO report to Finance Committee: 11th July 2019

1.0. 2019/20 Budget



2019/20 budget: All expenditure



Period 30th April 2019 to 30th June 2019

2.0. Incoming

2.1. ACTUAL FOR QUARTER:

Total incoming: £50,766.38

- Half of precept (£49,125)
- Bank interest (£80.64)
- Donation from Hampshire fire and rescue (£200)
- Few private hires of pavilion (£174)
- Football hire previous season (£454)
- Allotment fees (£582)

2.2. BUDGET: Incoming Variances to budget / what we are expecting to come in?

Full year budget: £141,909

- Half of precept (£50,434)
- SDNPA CIL (£2,000)
- Rural payments agency and BPS for Parish Farm (£7,300)
- Leaders grant (£29,764)
- Owed football fees from last season from CCFC veterans
- Cricket hire this season (£1,400)
- A few allotment invoices are outstanding (£92)

Summary on income: **Nothing out of expectation on income**

3.0. Expenditure

3.1. ACTUAL FOR QUARTER:

Total outgoing: £33,917

- Clerk salary and associated £4,244
- Expenses £450
- Admin £53
- IT £1,329 (accounting package was £1,024)
- Stationary £158
- Financial advice (VAT) £80
- S137 paid to HPTCA (£340)
- Internal auditor (£475)
- HALC fees £464
- PWLB £2,580
- VAT on payments £1,385
- Grazing on Berry Meadow £1,137
- Neighbourhood plan admin £1,417
- Flooding project £10,408
- Cleaner wages £240
- Cricket pitch groundsman £2,929
- Rolling outfield £200
- Hunter Park groundsman £2,350

- Pavilion running costs £428
- Pavilion maintenance £602
- Northfields Groundsman £422
- Additional lengthsman £73
- Allotment water supply £408

3.2. BUDGET: Expenditure Variances to Budget / What we were expecting

Full year budget: £184,068

- Clerk pay is 28% of budget, just over a quarter of the budget for a quarter of the year
- Expenses over budget due to APA refreshments £57, Screwfix sign £10, PO Box renewal £285
- IT over budget, accounting package was £1,024 vs budget of £500 (budget was an estimation of what would be required for MTD)
- No expenditure from S137 or grants yet – what do we want to do about this? Parish Hall budget £1,000, Church budget £1,000, S137 includes £1,000 for social club, and £3,000 for community organisations
- Neighbourhood Flooding scheme design £10,407 has come out of this year budget, but related to last year scheme design. Only £3,600 was unspent from last year, which means £7,800 already used up from this year budget. This year budget is £15,000, which means the TPC have only £7,200 to contribute to Neighbourhood Plan flooding project for remainder of this year.
- Cricket groundsman is tracking £2,929 to total budget of £8,500. Although 35% of budget used, the work is seasonal, therefore tracking as expected.
- Top us sand in budget is £174 – latest quotes for the work required is £680
- Pavilion electricity is tracking at 50% of budget for 25% of the year.
- Pavilion heating repairs spend is £393 vs budget of £200 due to a repair on a water heater in the disabled toilet. Can offset against the pavilion refurbishment budget.
- No expenditure against the play assets – which is waiting for the strategy to be finalised
- Budget for new nets is £750. Latest quotes for wheeled goals is £2,500 – what do we want to do about this? Do we take from the larger recreation budget?
- £864 in budget for pollution testing which we are not proceeding with.
- Allotment water spend so far is £407 vs budget of £200. Due to leaking pipe which is now fixed.
- Expenditure on signs may exceed grant, but would be within budget – recommend to proceed?

Summary on expenditure: **A few items to review and keep an eye – sufficient funds to cover**

4.0. Financial Summary - Actual

Total income: £50,766.38

Total outgoing: £33,917.12

Balance: £16,849.26

Financial Summary - Cashbook

Summary between 01/04/19 and 30/06/19 inclusive.

Balances at the start of the year

Ordinary Accounts

HSBC C/A	£3,556.88
HSBC Savings	£127,104.99
Total	£130,661.87

RECEIPTS	Net	Vat	Gross
Finance	£49,205.64	£0.00	£49,205.64

Parish Farm	£200.00	£0.00	£200.00
Recreation & Open Spaces	£1,360.74	£6.00	£1,366.74
Total Receipts	£50,766.38	£6.00	£50,772.38

PAYMENTS	Net	Vat	Gross
Finance	£12,971.37	£625.20	£13,596.57
Parish Farm	£1,137.00	£0.00	£1,137.00
Neighbourhood Plan	£11,957.28	£2,107.96	£14,065.24
Recreation & Open Spaces	£7,851.47	£1,413.59	£9,265.06
Total Payments	£33,917.12	£4,146.75	£38,063.87

Closing Balances

Ordinary Accounts

HSBC C/A	£1,184.75
HSBC Savings	£142,185.63
Total	£143,370.38

**ACTION: RS- Sign off against statements / sign cash book summary
Sign savings account reconciled statement & sign current account reconciled statement**

5.0. VAT Return

VAT Reconciled Management Statement

End Date	01/04/19	
Closing Date	30/06/19	Percentage
VAT due in this period on sales	£6.00 Box 1	0.40
VAT due in this period on EC acquisitions	£0.00 Box 2	
Total VAT due in this period (box 1 + box 2)	£6.00 Box 3	
VAT reclaimed in this period on purchases	£4,146.75 Box 4	
Net VAT to be reclaimed from Customs	£4,140.75 Box 5	
Total sales, ex. VAT	£1,510.74 Box 6	
Total purchases, ex. VAT	£24,943.91 Box 7	
Total EC sales, ex. VAT	£0.00 Box 8	
Total EC purchases, ex. VAT	£0.00 Box 9	

Vat Type totals - Purchases	Gross	Vat	Net	Percentage
Not specified	£174.00	£0.00	£174.00	0.00
Outside the Scope	£8,973.21	£0.00	£8,973.21	0.00
20% Standard Rated	£24,659.72	£4,109.97	£20,549.75	20.00
5%	£772.41	£36.78	£735.63	5.00
Zero Rated	-£305.22	£0.00	-£305.22	0.00
Vat Exempt	£3,386.33	£0.00	£3,386.33	0.00
Not Registered	£403.42	£0.00	£403.42	0.00
Grand TOTAL	£38,063.87	£4,146.75	£33,917.12	

Vat Type totals - Sales	Gross	Vat	Net	Percentage
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Outside the Scope	£49,255.64	£0.00	£49,255.64	0.00
20% Standard Rated	£36.00	£6.00	£30.00	20.00
Zero Rated	£936.94	£0.00	£936.94	0.00
Vat Exempt	£543.80	£0.00	£543.80	0.00
Grand TOTAL	£50,772.38	£6.00	£50,766.38	

6.0. Actions

- How is the budget on Neighbourhood Plan pre-submission being tracked? Total budget is £2,400
- Do we need to revise Neighbourhood Plan Flooding scheme budget?
- Do we have the funds to do the full sand top up at £680 against original budget of £174?
- New football goals have a budget of £750 vs latest quotes for wheeled goals of £2,500. How do we wish to account for this if approved?
- Do we want to use the £864 for pollution testing
- Agree a plan for the recreation projects expenditure following publication of the Two Parks workshop strategy document
- Agree timetable for S137 and grants expenditure etc
- Request received for new allotment notice board
- Review the Compton Lock sign expenditure
- Who will write reports on CIL update and grant update
- Ensure process agreed for approvals prior to next FPC meeting on 19th September.