



Sedlescombe Parish Council

Minutes of the **FINANCE COMMITTEE** Meeting

held on Tuesday 21st June 2022 at 19:00 in Committee Room 2 of Sedlescombe Village Hall

Present:

Cllr. Pauline Glew (Chairman) (PG). Cllr Jonathan Vine-Hall (JVH). Cllr Sally Sidgwick (SS). Cllr Nikki Moore (NM).
Cllr Beverley Coupar (BC).
Mrs Jackie Scarff (Clerk/RFO)

Item	Item (F22.)	
40.	To elect a committee Chairman. PG was nominated by JVH and the proposal seconded by BC. All voted in favour Resolved that PG be chairman for the current financial year.	
41.	To elect a committee vice Chairman. PG asked for a nomination for a vice chairman. NM was nominated by SS and the proposal seconded by JVH. All voted in favour Resolved that NM be vice chairman for the current financial year.	
42.	To receive and accept apologies (LGA 1972 s85(3)) There were no apologies for the meeting.	
43.	Interests in accordance with the Localism Act 2011 and the Council's Code of Conduct To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests for dispensation as a result. Any changes to register of interests should be notified to the clerk. BC recorded a pecuniary interest as the recipient of a payment and a signatory on the bank account.	
44.	To consider for approval the terms of reference for the finance committee. Resolved the terms of reference be approved.	
45.	To consider the approval of the minutes of 7th December 2021. Resolved the Chairman was authorised to sign the Minutes of the meeting held on 21 st January 2021 as a correct record of the proceedings.	
	To suspend Standing orders and allow public participation on matters on the agenda at the chairman's discretion. There were no members of the public present.	
46.	If the committee wishes to exclude the public for a particular agenda item, the following resolution must be passed: 'That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.' There were no requirements to pass this resolution.	
47.	Finance and Audit To receive the monthly statement of accounts to 31st May 2022 The monthly statement of accounts was noted and showed a total cash book balance of £202,195.12 at 31 st May 2022. To receive the bank reconciliation to 31st May 2022 The bank reconciliation was noted, and the face of bank statement showed a balance in the Unity Bank A account of £77,272.65 at 31 st May 2022. To consider for approval invoices received. It was noted that BC had declared an interest as the recipient of a payment for expenses. The	

	<p>payment was approved and the cllrs noted that she would approved the payment on the banking system as a signatory. Resolved that the payments be made.</p> <p>09/06/2022 £171.24 Simon Goacher 22/06/2022 £411.32 B Coupar 22/06/2022 £86.25 Joanne Oliver Domestic 22/06/2022 £567.00 Foxhill Tree Services 22/06/2022 £52.32 Uniserve (South East) Ltd 22/06/2022 £201.28 Clerk 22/06/2022 £140.86 Professional Admin Ltd 22/06/2022 £80.00 Sedlescombe Village Hall 22/06/2022 £40.00 Clerk 22/06/2022 £57.34 Jewson Ltd 22/06/2022 £36.81 Mulberry & Co</p> <p>To approve payment made in advance of the meeting that fell due. A payment had been made to Sarah’s Cellar of £199.80 which fell due before the meeting.</p>	
48.	<p>To receive an update on the budget to date and agree any virements required. The spend year to date was noted against the budget. No changes or virements were made.</p>	
49.	<p>To review ear marked reserves and agree any changes required. The clerk explained that the internal auditor recommended that EMR Contingency, which was set up to ring fence £30,000 as general reserves in line with the expectation that a council should maintain 6 – 12 months of general reserve at all times, be released to the general reserves now the council is managing its finance on Rialtas software. All agreed.</p> <p>The cllrs discussed EMR Street Farm and resolved to keep the EMR.</p>	
50.	<p>To agree the booking of a mid-year internal audit. Resolved that the clerk is authorised to book the mid year audit</p>	
51.	<p>To review the signatories on the council’s bank accounts and agree any changes necessary. Resolved NM & SS be added to the Unity Bank Signatories and PG be removed.</p>	
52.	<p>To agree an audit of financial records by a councillor who is a not a signatory on any of the bank accounts. Resolved that PG would audit the financial records.</p>	
53.	<p>To receive confirmation of the dates of future planned meetings. The dates were noted.</p>	
58.	<p>Reports & Questions To receive reports and questions from Members in brief, including items for next agenda. PG reported that she and SS are collecting receipts and photographs of the successful Jubilee event to submit to RDC to draw down from the approved grant. There was a discussion about the sheds at the Sports Pavilion and the clerk was asked to put an agenda item on the next Sports Committee agenda.</p>	
	<p>There being no further business the meeting was closed at 19:41pm</p>	

Chairman

Date

Budget 2020 / 21 version 1							
	2019/20 Budget	2019/20 Est. total final spend	Budget not Spent or overspent if negative	Variance %	Proposed Budget 2020 / 21	% change in last years budget	Background/Comments to Budget
Clerks Salary	£15,500	£11,386	£4,114	27	12,000	-23	includes budget for PAYE/NI
Clerks Office Allowance	£504	£504	£0	0	504	0	
Clerks Pension	£700	£1,121	-£421	-60	1,040	49	increase in statutory amounts paid from April 19
HMRC PAYE	£0	£1,219	-£1,219	#DIV/0!	1,300	#DIV/0!	Budget is in Clerks salary
Audit	£600	£413	£187	31	450	-25	
Member's ALLOWANCE	£200	£200	£0	0	200	0	
Phone	£250	£110	£140	56	120	-52	
Stamps	£250	£250	£0	0	250	0	
Stationary	£500	£100	£400	80	500	0	
Computer & Software	£1,000	£717	£283	28	600	-40	
Printing	£1,000	£1,000	£0	0	1,500	50	
Subscriptions	£750	£750	£0	0	750	0	SSALC & NALC £496.27 (+4.5% SALC, 3% NALC)
Hire of halls	£300	£304	-£4	-1	350	17	
Insurance	£1,073	£1,943	-£870	-81	2,000	86	additional insurance for the Sports Pavilion, may be reclaimed.
training courses	£1,000	£420	£580	58	1,000	0	
Travel	£100	£100	£0	0	100	0	
Legal/professional fees	£2,000	£2,000	£0	0	0	-100	
Loan Repayments	£4,643	£4,643	£0	0	4,700	1	
Contingency	£0	£0	£0	0	0	#DIV/0!	
Payments made under section 137	£0	£0	£0	#DIV/0!	20	#DIV/0!	wreath
GRANTS	£500	£500	£0	0	5,500	1,000	Includes £5000 for the Village Hall
ELECTION COSTS	£3,000	£333	£2,667	89	350	-88	
WEBSITE	£1,000	£1,000	£0	0	500	-50	
General expenses	£500	£500	£0	0	500	0	amalgamated Miscellaneous and general amenities
General Administration	£35,370	£29,513	£5,857	17	£34,234	-3	
GRASS CUTTING/TREATMENT/HEDGES/Litter Bins	£3,000	£3,000	£0	0	4,000	33	urban cuts not covered by RDC
TREES		£0	£0	#DIV/0!	1,000	#DIV/0!	to create reserve for tree work required
DOG BINS emptying	£360	£371	-£11	-3	400	11	To allow for an increase
Maintenance of assets	£2,000	£2,000	£0	0	2,000	0	
EVT REPAIRS/ MAINTENANCE	£5,000	£5,000	£0	0	5,000	0	
BUS SHELTER	£1,000	£1,000	£0	0	1,000	0	
Sportsfield CAR PARK MAINT	£200	£200	£0	0	0	-100	
Brede Lane Carpark	£300	£300	£0	0	300	0	
Amenity	£11,860	£11,871	-£11	-0	£13,700	16	
Cut & bale	£0	£450	-£450	#DIV/0!	450	#DIV/0!	budget split to show the cut and bale
Repairs & Maintenance	£1,000	£550	£450	45	1,550	55	Notice boards need replacing
RED BARN FIELD	£1,000	£1,000	£0	0	£2,000	100	
Traffic Calming	£1,000	£11,446	-£10,446	-1,045	1,000	0	CCTV to pay from reserves
Speedwatch	£2,000	£2,000	£0	0	2,000	0	speed survey to be paid for in current year
Other STAG projects	£0				0	#DIV/0!	
STAG	£3,000	£13,446	-£10,446	-348	£3,000	0	
Playground INSPECTION FEES	£100	£100	£0	0	150	50	
Playground equipment & MUGA	£3,000	£3,000	£0	0	3,000	0	
General Repairs/maintenance	£0	£1,250	-£1,250	#DIV/0!	0	#DIV/0!	tree removal in current year
Riverside Playground	£3,100	£4,350	-£1,250	-40	£3,150	2	
Neighbourhood Plan	£0	£0			0	#DIV/0!	would apply for a grant for update of plan.
Village Amenities	£0	£0			1,100	#DIV/0!	To pay for Kissing gates
		£0	£0		£1,100	#DIV/0!	
TOTAL	£54,330	£60,180	-£5,850	-11	£57,184	5	Precept was £51,314 for 2019/20

Income & Expenditure to date and Variance to budget 2019 - 2020

	2019/20 Budget	Expenditure to 31/10/19	Est. amounts to be paid	2019/20 Budget Monies to be allocated to reserves	Est. total final spend	Budget not Spent or overspent if negative	Variance %	Background/Comments to Budget
Clerks Salary	£15,500	£6,636	£4,750		£11,386	£4,114	27	includes budget for PAYE/NI
Clerks Office Allowance	£504	£294	£210		£504	£0	0	
Clerks Pension	£700	£602	£519		£1,121	£421	-60	increase in statutory amounts paid from April 19
HMRC PAYE		£192	£1,027		£1,219	£1,219	#DIV/0!	Budget is in Clerks salary
Audit	£600	£413	£0		£413	£187	31	
Member's ALLOWANCE	£200	£0	£200		£200	£0	0	
Phone	£250	£60	£50		£110	£140	56	
Stamps	£250	£72	£178		£250	£0	0	
Stationary	£500	£0	£100		£100	£400	80	
Computer & Software	£1,000	£207	£600		£807	£193	19	
Printing	£1,000	£110	£890		£1,000	£0	0	
SUBS	£750	£553	£197		£750	£0	0	includes Data protection £50
HIRE OF HALLS	£300	£224	£80		£304	£4	-1	
INSURANCES	£1,073	£1,943	£0		£1,943	£870	-81	additional insurance for the Sports Pavilion, may be reclaimed,
TRAINING/ COURSES	£1,000	£220	£200		£420	£580	58	
Travel	£100	£0	£100		£100	£0	0	
LEGAL, SURVEYORS' & OTHER FEES	£2,000	£643	£1,357		£2,000	£0	0	
Loan Repayments	£4,643	£2,322	£2,322		£4,643	£0	-0	
Contingency		£0	£0		£0	£0	0	
PAYMENTS MADE UNDER SECTION 137		£20	£20		£0	£0	#DIV/0!	
GRANTS	£500	£0	£500		£500	£0	0	
ELECTION COSTS	£3,000	£158	£175		£333	£2,667	89	
WEBSITE	£1,000	£214	£786		£1,000	£0	0	
General expenses	£500	£24	£476		£500	£0	0	amalgamated Miscellaneous and general amenities
General Administration	£35,370	£14,906	£14,697	£0	£29,603	£5,767	16	
GRASS CUTTING/ TREATMENT/HEDGES /Litter Bins	£3,000	£1,575	£1,425		£3,000	£0	0	
TREES		£0	£0		£0	£0	#DIV/0!	
DOG BINS emptying	£360	£371	£0		£371	£11	-3	
Maintenance of assets	£2,000	£457	£1,543		£2,000	£0	0	
EVT REPAIRS/ MAINTENANCE	£5,000	£246	£4,754		£5,000	£0	0	
BUS SHELTER	£1,000	£0	£1,000		£1,000	£0	0	
Sportsfield CAR PARK MAINT	£200	£0	£200		£200	£0	0	
Brede Lane Carpark	£300	£0	£300		£300	£0	0	
Amenity	£11,860	£2,648	£9,222	£0	£11,871	£11	-0	
Cut & bale	£0	£450	£0		£450	£450	#DIV/0!	
Repairs & Maintenance	£1,000	£415	£135		£550	£450	45	
RED BARN FIELD	£1,000	£865	£135	£0	£1,000	£0	0	
Traffic Calming	£1,000	£4,446	£7,000		£11,446	£10,446	-1,045	CCTV to pay from reserves
Speedwatch	£2,000	£319	£1,681		£2,000	£0	0	
Other STAG projects	£0	£133	£133					
STAG	£3,000	£4,898	£8,681	£0	£13,446	£10,446	-348	
Playground INSPECTION FEES	£100	£0	£100		£100	£0	0	
Playground equipment & MUGA	£3,000	£468	£2,532		£3,000	£0	0	
General Repairs/ maintenance		£1,250			£1,250	£1,250	#DIV/0!	Tree Felling
Riverside Playground	£3,100	£1,718	£2,632	£0	£4,350	£1,250	-40	
Neighbourhood Plan	£0	£0	£0		£0			
Village Amenities	£0	£0	£0		£0			
		£0	£0	£0	£0	£0		
TOTAL	£54,330	£25,036	£35,367	£0	£60,269	£5,939	-11	