

NUTHURST PARISH COUNCIL

REPORT FROM THE FINANCE COMMITTEE

meeting held on Wednesday 8th November 2017,
at St Andrews School, Nuthurst, commencing at 8.00pm

PRESENT: Mrs V Court Mr T Nelson
Mrs A Gaffney Mr O Hydes

2311/17 APPOINTMENT OF CHAIRMAN OF THE FINANCE COMMITTEE

Councillor V Court proposed Councillor T Nelson as Chairman of the Finance Committee for the ensuing year, Councillor A Gaffney seconded the motion.

RESOLVED for Councillor T Nelson to Chair the Finance Committee for the ensuing year.

2411/17 APOLOGIES FOR ABSENCE were received from Councillor G Dixon and Councillor J Mercer. Councillor S Turner is not a member of the Finance Committee.

2511/17 DECLARATIONS OF INTEREST none.

2611/17 PUBLIC FORUM none.

2711/17 REVIEW OF THE CURRENT FINANCIAL YEAR

The budget for 2017/2018 was set at £36,901.00 with a precept of £36,500.00 from Horsham District Council.

For the first six months of the financial year most items of expenditure are either on or under budget, a few items of expenditure are over budget and the details and an explanation are listed below:

Budget 2017/2018	Actual Jan/Sept 2017	Description	Explanation
£ 450.00	£ 325.30	Travel	Clerks Training Courses
£ 120.00	£ 103.30	Stationary	Additional Purchasing
£ 250.00	£ 126.31	Photocopier	Additional Photocopying
£ 100.00	£ 107.60	Office Maint/Repairs	Purchase iCloud/Council Admin
£ 850.00	£ 908.09	Subscriptions	Omitted AiRS Subscription
£1500.00	£8235.95	New Street Lights	£4000.00 Ring Fenced
£1500.00	£ 920.00	Training Courses	Councillor/Clerk Training/CILCA
£ 400.00	£ 550.00	Web Site Hosting	Includes Website Design
£2000.00	£2841.65	General Maintenance	£6000.00 Ring Fenced - Includes purchase of Village Gateways /Signs/Salt Bins/Repair Wall

Full details of the expenditure for this period can be found in Finance Nov 2017 Appendix A.

2811/17 2018/2019 BUDGET/PRECEPT

Salary & Benefits

The Clerks salary increases one SCP point each year, with an additional SCP point when she completes the CILCA qualification in May 2018. The Clerk has also been monitoring her hours and is working on average an additional five hours each week. It has been proposed that the Clerks hours be increased to 25 hours per week and the salary be calculated on two additional SCP points.

SCP 24 = £11.302 per hour x 1% (Govt increase) £0.113 per hour = £11.415 x 25 (hour) = 285.37 x 52 (weeks) = £14,839.50 :- 12 = £1,236.63 pm

and the Clerks pension to increase from £280.00 to £300.00.

Office Administration

The following items to remain the same as 2017/2018:

£ 150.00	Postage
£ 350.00	Office Allowance
£ 100.00	Office equipment / maintenance
£ 100.00	WSSC Payroll

and proposed for the following to increase:

2018/2019	2017/2018	
£ 560.00	£ 350.00	Internet / phone (includes the purchase of a mobile phone £60.00 (GDPR) for the Clerk and £12.50 monthly contract)
£ 550.00	£ 450.00	Travel (additional mileage for Clerks training)
£ 220.00	£ 120.00	Stationary
£ 350.00	£ 250.00	Photocopier lease (additional copying)

The General Data Protection Regulation will be introduced in May 2018, the Members should no longer use their personal email addresses for Parish Council business and the Clerk should no longer use her personal mobile and personal laptop, these will need to be purchased and will be included in the Parish Council Asset Register:

The additional expenditure is detailed below:

£ 120.00	.gov.uk Domain Name (renew every 2 years £48.00) (reserves)
£ 200.00	.gov.uk Email addresses (registering & setup) (reserves)
£ 472.80	Dell Lap top (Clerk) (reserves)
£ 90.00	Lap top set up & encryption (reserves)
£ 124.80	Office 365 Business (£10.40 per month)
£ 470.00	Hosting 10mx Office 365 Emails

Other Administration

The following items to remain the same as 2017/2018:

£ 500.00	Hall hire
£1300.00	Insurance
£ 350.00	Audit Fees

the following items to be reduced from 2017/2018:

2018/2019	2017/2018	
£ 400.00	£ 700.00	Legal fees

and proposed for the following to increase:

2018/2019	2017/2018	
£ 950.00	£ 850.00	Subscriptions

Elections

The following to be reduced for 2018/2019:

2018/2019	2017/2018	
£ 500.00	£1000.00	Elections

Street Lighting

The following items to remain the same for 2018/2019:

£2000.00	Energy
£1300.00	Maintenance
£1000.00	Repairs

and the following item to be financed from **reserves**:

£2000.00 Replace Columns (opposite MH Village Hall & outside 2 Harriots Close)

Training

It has been proposed that the training budget be increased for 2018/2019:

2018/2019	2017/2018	
£2500.00	£1500.00	Training (additional training on Planning, new Councillor & CILCA)

General Fund

The following items to remain the same for 2018/2019:

£ 200.00	Chairman's allowance
£ 100.00	Parish Councillors allowance/expenses

The Parish Council have received a number of annual grant requests from organisations not associated with the Parish, the following annual grants remain the same for 2018/2019:

Annual Grants

£ 800.00	Cricket Club
£ 400.00	St Andrews P.C.C.
£ 300.00	St Andrews School Governors
£ 250.00	Heartbeat

the following annual grants to be increased / be included:

2018/2019	2017/2018	
£ 250.00	£ 100.00	The Link Magazine
£ 300.00	£ 0.00	Age UK Horsham

Other Grants

A request has been received from the Trustees of Copsale Hall for a grant to assist with the cost of the approved extension. The members of the Finance Committee have proposed that the trustees receive a grant of £5000.00, this will be split between the 2018/2019 and 2019/2020 budgets, the first £2500.00 being released when the building works commence.

This sum will be reviewed if it has not been spent with 4 years.

Environmental Services

The following item to remain the same for 2018/2019:

£ 120.00 Bus shelter cleaning

and the following item to increase:

2018/2019	2017/2018	
£ 150.00	£ 100.00	Grass Cutting

Community Facilities

The following items to be reduced for 2018/2019:

2018/2019	2017/2018	
£ 330.00	£ 400.00	Website Hosting
£ 500.00	£1000.00	New noticeboard (outside St Andrews School)
£1000.00	£1500.00	Mannings Heath Play Equipment Maintenance
£ 0.00	£ 300.00	Replacement Fingerposts

the following item to be included in the 2018/2019 budget:

£1600.00 Mannings Heat Village Green Tree Survey (£400.00 ring fenced annually 2019/2020)

and the following items and the purchase of bulbs, £161.00, to be financed from **reserves**:

2018/2019	2017/2018	
£ 0.00	£ 400.00	Maintenance of bus shelters
£ 0.00	£2500.00	Mannings Heath tree work

General Maintenance within the Parish

The purchase of Village Gateways for Copsale to be included in the 2018/2019 budget:

2018/2019	2017/2018	
£2000.00	£ 0.00	Village Gateways

The members of the Finance Committee proposed that any general maintenance in the Parish be financed from reserves:

2018/2019	2017/2018	
£ 0.00	£2000.00	General Maintenance

Budget Contingency

The following item to remain the same for 2018/2019:

£1000.00	Budget contingency
----------	--------------------

Full details of the above budget are included in Finance Nov 2017 Appendix B.

The sum of **£47,604.40** was held in the Parish Councils bank accounts on 30th September 2017 and from this the following have been ringfenced:

£5,000.00	Elections
£5,158.35	General Maintenance
£1,521.00	Clerks Gratuity (Pension)
£2,000.00	Parish Support

£13,679.35

£47,604.40	Bank Balance
£13,679.35	Ring Fenced

£33,925.05

RESOLVED for the Finance Committee, to recommend to the next Full Parish Council meeting, that the budget for 2018/2019 should be set at £40,725.00, with a precept of £40,500.00

2911/17 INFORMATION FOR COUNCILLORS

To invite a representative from Age UK Horsham to speak at the 2018 AGM.

THE MEETING CLOSED AT 9.10PM